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SECRETARY OF THE AIR FORCE**



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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, AFPD 10-25, *Emergency Management*. It provides Air Force (AF) guidance for the establishment, organization, manning, operation, equipment, training, and support of command posts (CP)/command centers/Watches. It applies to all US AF Major Commands (MAJCOM), Air National Guard (ANG), Field Operating Agencies (FOA), Direct Reporting Units (DRU), and specialized CP work centers (e.g., Air Mobility Control Centers [AMCC], Rescue Coordination Centers [RCC], Service Component Command Centers, and joint base command posts performing command and control [C2] functions). Refer recommended changes and questions about this publication to AF/A3O, 1480 Air Force Pentagon, Washington, D.C. 20330-1480, Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. MAJCOMs are authorized to supplement this Air Force Instruction (AFI) instead of repeating instructions in separate directives. MAJCOM/DRU/FOA supplements to this instruction must be approved by AF/A3O. Waiver authority for this instruction is HQ USAF/A3O or as delegated within this AFI. The reporting requirement in Chapter 3 of this publication is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Ensure that all records created as a result of processes

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(AFRC) This instruction implements and expands on the guidance in AFI 10-207 *Operations-Command Posts*. It articulates guidance for the establishment, operation, and support of all Air Force Reserve Command (AFRC), Command Posts (CPs). This instruction addresses information protected by the Privacy Act of 1974. Not applicable to ANG. The authority to collect and maintain this information is 10 United States Code, Section 8013. The information that is subject to the provisions of AFI 33-332, *Privacy Act Program*, and required by this instruction is included in Attachment 1 of AFI 10-207. Consult AFI 33-332, for further guidance. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision provides additional information on the AF organization and direction; standardizes functional management responsibilities across the total force; redesignates the command and control operations function as console operations; deletes reference to Combined Command Posts and redesignates as Command Post Associations; identifies the CP as the primary C2 node in the Installation Command and Control (IC2) construct; establishes AF CP console operations requirements and procedures; standardizes CP mission management and mission monitoring requirements; standardizes AF core task training, certification and documentation requirements; updates command post AF Form 4372, Record of Controller Recurring Training, AF Form 4374, Command Post/Center Controller Certification Record, and implements AF Form 4436, Command Post Publications Review Log, CP specific training and certification forms for use in addition to those prescribed by AFI 36-2201, *Air Force Training Program*; standardizes facility requirements for CPs; standardizes requirements for C2 systems status reporting; provides CP contingency deployment guidance; provides guidance on CP assistance visits and CP-specific self-inspection requirements; and deletes guidance on the CP unit type code (UTC) 9ACP7.

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Chapter 1

ORGANIZATION

1.1. Command Post

1.1.1. Unless otherwise indicated in this instruction, the term CP applies to HHQ command centers/watches, installation command posts, and CP work centers (Air Mobility Command Centers, etc.).

1.1.1.1. **(Added-AFRC)** Detached groups and squadrons not operating a C2 facility use this instruction as a guide to ensure effective C2 of assigned forces and flow of timely information. As a minimum, detached groups and squadrons submit Contact Information Letters (CILs) and develop procedures for operational reporting and emergency or contingency actions.

1.1.1.2. **(Added-AFRC)** This instruction will continue to apply to AFRC command posts during periods of Presidential recall or partial mobilization (prior to full mobilization) as defined in AFI 10-402, Mobilization Planning. Should full mobilization be authorized, units will follow the guidance and directives of their Gaining Major Command (GMAJCOM) but will include the AFRC Command Center as an addressee on all reports.

1.1.2. Each installation (base, station, etc.) operating a CP will maintain and operate a single CP (where determined to be legal and beneficial) to support C2 activities/functions for all resident and tenant units/organizations. CP infrastructure is comprised in one of the following ways:

1.1.2.1. Command Post. The CP serves as one of the core functions of the IC2 construct. The CP is a full-time, 24/7 C2 node, directly responsible to commander(s) and serves as the focal point of operations, as well as the receipt and dissemination of orders, information, and requests necessary for the C2 of assigned forces and operations.

1.1.2.1.1. **(Added-AFRC)** AFRC Command Posts previously identified as non-24/7 units will continue to operate in part time capacity in accordance with manning and operational mission requirements. The AFRC CPs does not need to apply for a waiver to be non-24/7.

1.1.2.2. Consolidated Command Post. A CP comprised of CP elements from two or more separate wings/units from the same component who merge together to share a common facility with each element responsive to the same CP managers. There is one set of CP managers, one chain of command, and the controllers are trained and certified to facilitate C2 for every mission aspect represented by the host and former tenant CP. Active Component (AC) manpower authorizations at a Consolidated CP will be owned by the MAJCOM operating the installation and 1C3 billets will be assigned to the host wing Program Element Code (PEC). Individuals from different components may perform duties within a Consolidated Command Post during austere manning, e.g. activation of ARC forces. **NOTE:** NAF/AFCHQ/FOA/DRU are included in consolidation actions.

1.1.2.2.1. All personnel working in a Consolidated CP must be thoroughly trained and certified on mission tasks performed prior to the consolidation. All mission tasks and responsibilities (e.g., operating instructions (OIs), quick reaction checklists (QRCs) and duties and responsibilities) will be incorporated into the Consolidated CP mission, IAW this instruction. CP managers will ensure continued training on mission tasks using the 1C3 Master Training Plan (MTP) and Chapter 7 of this instruction. Controller training (certification, recertification, written and performance examinations), as well as semiannual evaluations, will emphasize time sensitive mission task prioritization, in addition to controllers recognizing the need to save lives, protect resources, and accomplish the mission.

1.1.2.2.2. Consolidated CPs will only be referred to as “(Base name) CP.”

1.1.2.2.3. ARC manpower authorizations at a Consolidated CP will be owned by the ARC element they represent.

1.1.2.3. CP Association. A CP comprised of CP elements from two or more separate wings/units from different components (AC or ARC) who share a common facility with each element responsive to the same CP managers. The CP manager team will normally be a mixture of the components involved. ADCON of controllers resides with the component they are a member of, i.e., ARC personnel work administratively for ARC. Controllers in a CP Association are trained on all mission tasks supported by the CP Association. This type of CP applies where the determination has been made that component-specific mission aspects can be mutually supported by the CP console crew. This type of CP is not applicable where CP elements from only one component are concerned; in that instance refer to Consolidated CP.

1.1.2.3.1. All personnel working in a CP Associations must be thoroughly trained and certified on mission tasks performed prior to combining. All mission tasks and responsibilities (e.g., OIs, QRCs, and duties and responsibilities) will be incorporated into the CP Association mission, IAW this instruction. CP managers will ensure continued training on mission tasks using the 1C3 MTP and Chapter 7 of this instruction. Controller training (certification, recertification, written and performance examinations), as well as semiannual evaluations, will emphasize-time sensitive mission task prioritization in addition to controllers recognizing the need to save lives, protect resources, and accomplish the mission.

1.1.2.3.2. CP Associations must obtain CSAF approval through the Total Force Enterprise (TFE) Review Process. Units will coordinate proposals through MAJCOMs and submit to AF/A3O for TFE Review, legal review, and CSAF approval. Use AFI 90-1001, *Responsibilities for Total Force Integration* as guidance when preparing proposals. Should the combining of components present legally significant issues, AF/JAA will coordinate with SAF/GCM for additional review. Any significant operational concerns will be addressed by AF/A3O.

1.1.2.3.3. CP Associations must be properly staffed according to approved memorandums of agreement/memorandums of understanding (MOAs/MOUs) that adhere to the CSAF approved construct. Coordination among component and MAJCOM 1C3 MFMs is vital to ensure each mission is supported without degradation.

1.1.2.3.4. CP Associations will only be referred to as “(Base name) CP.”

1.1.2.4. Collocated Command Post. A CP comprised of CP controllers from two or more separate wings/units from different components (AC or ARC) who share a common facility. Each CP element has its own CP managers, chain of command and C2 responsibilities. Controllers in a Collocated CP may share information with one another, but do not share work, i.e., controllers are not trained to perform one another's component specific mission. Additionally, both ADCON and OPCON of CP controllers reside with the commander from each controller's component. This type of CP only applies to a CP whose elements are from different components, where organization of a Consolidated CP/ CP Association, is deemed impractical. This type of CP is not applicable where only the CP elements from a single component are concerned.

1.1.2.5. Regional Command Post. A CP that is fully integrated into one facility comprised of CP personnel from two or more installations in the same geographical region and may include CP elements from different components (AC or ARC). ADCON of ARC CP personnel resides with the ARC unit commander to which they are assigned. There is one set of CP managers and all CP controllers are capable of facilitating C2 for every mission aspect represented by all wings and tenant units supported. Once established, Regional CP will follow the same guidance as Consolidated CP/ CP Association as outlined in this instruction.

1.1.2.5.1. All personnel working in a Regional CP must be thoroughly trained and certified on mission tasks performed prior to the regionalizing. All mission tasks and responsibilities, e.g., OIs, QRCs, and duties and responsibilities will be incorporated into the Regional CP mission, IAW this instruction. CP managers will ensure continued training on mission tasks using the 1C3 MTP and Chapter 7 of this instruction. Controller training (certification, recertification, written and performance examinations), as well as semiannual evaluations, will emphasize time sensitive mission task prioritization in addition to controllers recognizing the need to save lives, protect resources, and accomplish the mission.

1.1.2.5.2. Prior to creation of a Regional CP, composed of more than one component the same coordination from paragraph 1.1.2.3.2, above, must be accomplished.

1.1.2.5.3. Regional CP establishment must be coordinated with the CP MFM(s), MAJCOM A3(s), and the AFCFM. Final approval authority is the AF/A3O.

1.1.2.5.4. AC manpower authorizations at a Regional CP will be owned by the MAJCOM operating the installation. 1C3s billets will be under the host wing PEC.

1.1.2.5.5. ARC manpower authorizations at a Regional CP will be owned by the ARC element they represent.

1.1.2.5.6. Region CPs will only be referred to as “(Region) CP.”

1.1.2.6. MAJCOM headquarters are authorized to operate a separate command center and will be aligned IAW with this AFI.

1.1.2.7. Waivers to operate separate, stand-alone CPs on single installation due to mission considerations will be considered on a case-by-case basis. AF/A3/5 may waive

the requirements for consolidation/combining/collocating if doing so would degrade the C2 of operational resources. Refer to Attachment 2 for waiver format.

1.1.3. Air Operations Centers (AOC) are governed by AFI 13-1, AOC Volumes 1-3. AOCs without an Air Mobility Division (AMD) are not authorized 1C3s. 1C3X1s who are authorized and assigned to AOCs will follow the AFI 13-1 series. Utilization of a 1C3X1 from another function (e.g., MAJCOM Command Center) to fill manning in an AOC is not authorized. Command Centers physically located in an AOC will be physically separated due to the nature of the duties and Emergency Action Procedures (EAP).

1.1.4. AF organizations at the wing or group level residing on an installation operated by another service component (i.e., Joint Basing) may maintain and operate a stand-alone CP when the C2 needs of the AF organization cannot be met by the host unit. Waivers for joint base installations will through all affected wing/unit CCs and MAJCOM/A3s; waiver authority is AF/A3O.

1.2. C2 Direction.

1.2.1. The Chief of Staff, United States Air Force (CSAF) exercises C2 of AF forces through a global structure of fixed and expeditionary C2 facilities. The AF Service Watch Cell (AFSWC), as part of the AF Operations Group (AFOG), provides positive and effective C2 of AF assets in support of the AF mission. The AFSWC communicates CSAF direction directly to MAJCOMs, FOAs, and DRUs.

1.2.1.1. The AFOG is an FOA which reports directly to the Director of Air Operations (A3O), under the Deputy Chief of Staff (DCS), Operations, Plans and Requirements (A3/5). In addition to operating the AFSWC, it performs a multitude of functions, such as: Providing briefings to the Secretary of the Air Force (SECAF) and CSAF; contingency response and oversight for HQ USAF through the stewardship of the Headquarters Air Force (HAF) Crisis Action Team (CAT); weather operations in support of the White House and HQ USAF; and aerial event and flyover coordination and approval.

1.2.1.2. As the vital information link between MAJCOMs and AFCHQs, Unified Commands, and the Joint Staff, the AFOG provides air and space power recommendations to the CSAF and Chairman of the Joint Chiefs of Staff (CJCS) during contingencies, crises, and wartime operations. Additionally, the AFOG is responsible for:

1.2.1.2.1. Organizing, training, equipping, and running the HAF CAT.

1.2.1.2.2. Organizing, training, equipping, and running the AFSWC.

1.2.1.2.3. Serving as the office of primary responsibility (OPR) on all requests for AF forces and personnel.

1.2.1.2.4. Providing daily operations/intelligence briefs to SECAF/CSAF.

1.2.1.2.5. Providing weather support to the President, Secretary of Defense, Joint Staff, Sister Services, and other government agencies.

1.2.2. MAJCOM command centers direct/exercise C2 of MAJCOM resources. Within the MAJCOM C2 structure, the MAJCOM command center is authorized to communicate

command (CJCS, Combatant Command [COCOM], USAF, or MAJCOM) directions to operational organizations. However, there will be instances where CJCS or COCOM direction is communicated directly to the AFCHQ AOC or executing/supporting forces (e.g., Operations Plan [OPLAN] 8010 directives). MAJCOM command centers originate command directions, oversee status and location of MAJCOM resources, and manage operational reporting. MAJCOM command centers that fall under COCOM direction will continue to follow this instruction except where it is inconsistent with specific COCOM direction.

1.2.3. The installation CP is the primary agency authorized to communicate command (CJCS, COCOM, USAF, or MAJCOM) directions to operational organizations supporting the entire installation (e.g., security forces, base operations). CP is the only installation C2 function authorized to receive and process Emergency Action Messages (EAM) and prepare and transmit AF operational reports (AF OPREP-3). Installation CPs will provide C2 support to tenant units, to include relaying command directions, flight following, and operational reporting. Tenant units must coordinate and communicate operational requirements involving host resources through the CP. Resulting MOAs will be developed IAW AFI 25-201, *Support Agreements Procedures* and maintained on file.

1.2.3.1. (**Added-AFRC**) AFRC CPs that does not operate 24/7 will ensure that proper standby procedures are in place for prompt response to non-duty hours EAMs and emergencies.

1.2.4. Waivers. Unless otherwise stated, A3O has delegated A3O-AC, as the waiver authority for this AFI. Operational waivers must be routed and signed by the MAJCOM/A3 (may be delegated to the next lower level) prior to being submitted to the HAF/A3O-AC. All other waivers unless specifically identified within this AFI will be routed from the Wg/CC to the MAJCOM/MFM up to the AFCFM. Refer to Attachment 2 for the required waiver format. Approved waivers will be valid for a period of 1 year from approval date unless the waiver approval states otherwise.

1.3. Organization.

1.3.1. The MAJCOM command center is the focal point of the MAJCOMs operations and conducts activities according to MAJCOM plans and policies. MAJCOM command centers will be organized as a staff agency under the MAJCOM commander, typically administratively aligned under the Director of Staff (DS) or Director of Operations (A3). Additionally, MAJCOM command centers will not be aligned/assigned under an AFCHQ AOC.

1.3.2. The installation CP is the focal point of an installations operation and conducts activities according to assigned units' plans and policies.

1.3.2.1. The installation CP serves as the executive agency for C2 for commanders during routine operations, emergencies, contingencies, and increased readiness. The CP is a direct representative of the commander and serves as the sole agency responsible for executing CP related C2 activities. CP functions and responsibilities will not be delegated to external agencies.

1.3.2.2. The installation CP will be a wing staff office organized directly under the wing organizational structure. CP managers are tasked with the responsibility of operating the

CP on behalf of the wing commander. As such, either the wing commander or vice wing commander will be the reporting official for the CP Chief. In cases where installation CPs are not assigned a CP Chief, the wing commander or vice wing commander will be the reporting official for the CP Superintendent. No additional operational layers of organization will be established between CP managers, the on-duty CP controllers, and the wing commander/vice.

1.3.2.3. The small unit CP (i.e., Munitions Support Squadrons [MUNSS]) is organized as a flight within the squadron. As such, the squadron commander will be the reporting official for the CP Chief.

1.3.2.4. At joint bases where the AF is the supporting component, the CP remains the responsibility of the Operational (Mission) Wing Commander

1.4. Operational Unit Responsibility. The responsibility to establish and operate the CP resides with the installation commander. The CP will serve as the core 24/7 C2 node of the IC2. The CP will provide full C2 support to all installation units.

1.5. CP Functional Areas.

1.5.1. As a minimum, CPs consist of the following functional areas: Command Post Operations with Emergency Action (EA) cell (if applicable), Reports, and Training. These functional areas perform duties in support of four core competencies: Mission monitoring, EA, emergency management, and operational reporting (includes Status of Resources and Training System [SORTS]).

1.5.2. MAJCOMs (in coordination with assigned or supported COCOMs) should consider, and may specify, additional peacetime/wartime functions for collocation or removal from the CP when not required due to mission type. Areas to consider are: Security control; mobility control; air defense control; damage control; Chemical, Biological, Radiological, and Nuclear (CBRN) control; and base defense operations.

1.6. Provisions.

1.6.1. CP will not be tasked to utilize Mass Notification Systems (MNS) to push “routine” public address announcements.

1.6.1.1. CPs will not be tasked to review/route routine or non-emergency base-wide/MAJCOM headquarters message traffic.

1.6.1.2. CP will not serve as the base telephone operator, point of contact (POC)/primary operator of the base marquee, base public web page, or video teleconferencing (VTC) center.

1.6.1.3. At the commander’s discretion, CPs will review high priority messages addressed to the installation commander/vice commander and tenant wing commander(s)/vice commander(s) during non-duty hour periods, to determine whether the message warrants immediate delivery/action.

1.6.2. Enlisted 1C3X1 controllers will receive Basic Allowance for Subsistence (BAS) at the standard rate, due to the nature of assigned duties (e.g., inability to depart the work center, non-standard duty hours) IAW AFMAN 65-116V1, *Defense Joint Military Pay System Active Component (DJMS-AC) FSO Procedures*.

1.6.3. The CP will not be responsible for manning, operating, or supplying the CAT, Shelter Management Team (SMT), or the Emergency Operations Center (EOC). These are dormant functions, typically activated at the discretion of the installation or mission support group commander, in response to any emergency, crisis, or contingency. Procedures for operating these centers are addressed in Base Civil Engineering (BCE) Readiness OPLANs. When activated, these centers are responsible for functions such as emergency, disaster and crisis management, resource allocation, and survival and recovery operations and coordinating action with the CP for elevating wing leadership and HQ as required. CP managers serve as the CP representative to the CAT. MAJCOMs may assign additional functional responsibilities.

1.6.3.1. 1C3X1 personnel will not be used as CAT/EOC runners, admin, door guards, or to supplement CAT/EOC manning during temporary contingencies, wartime, or other emergency requirements.

1.6.3.2. The CP will not be responsible for creating, funding, or maintaining CAT/EOC facilities or support material (books, checklists, slides, equipment, etc.).

1.6.4. The CP will not function as a primary or alternate base armory for outside agencies. This stipulation does not preclude permanent storage for CP personnel or senior staff; or the temporary storage for aircrews transiting, if the CP is so equipped.

1.6.5. The CP will not control access to, or issue keys to other owner/user facilities for non-emergency access, such as protective aircraft shelters, security or communications compounds/facilities.

1.6.6. The CP will not function as the HQ/base communications security (COMSEC) material storage facility. This stipulation does not preclude the CP from temporarily holding transient aircrew COMSEC material.

1.6.7. The CP will not function as a Unit Control Center (UCC), unless directed by the installation/MAJCOM commander during a natural disaster (e.g., hurricane/typhoon).

1.6.8. The CP will not be responsible for creating or briefing the monthly Air and Space Expeditionary Force (AEF) Reporting Tool (ART) report for the installation commander. This stipulation does not preclude the CP managers from updating controllers' UTCs in the ART database. The Installation Deployment Officer (IDO) is responsible for compiling and creating the monthly report IAW AFI 10-403, *Deployment Planning and Execution*.

Chapter 2

RESPONSIBILITIES

2.1. HQ USAF/A3O-AC will:

- 2.1.1. Be comprised of the 1C3 AFCFM office and AF 1C3 Policy and Procedures office.
- 2.1.2. Develop USAF policy regarding CP operations, reporting, training, and systems functions.
- 2.1.3. Provide Functional Manager and Policy and Procedure guidance/support to 1C3 regular Air Force (REGAF) DRUs/FOAs locations.
- 2.1.4. Develop and maintain the AF Master Training Plan (MTP) core documents used as the basis for all CP controller initial, recurring, and recertification training. The MTP core documents are the Master Task List (MTL)/AF Job Qualification Standards (AF JQS), Annual Training Plan (ATP), and supporting Plans of Instruction (POI). These documents will be posted on the Air Force Knowledge Now (AFKN) SIPRNet website under the AF Command Post Community of Practice (CoP).
- 2.1.5. Develop HAF Core CP Checklists to be used to evaluate compliance with published directives.
- 2.1.6. Validate AF Manpower Agency (AFMA) changes to AF Manpower Study (AFMS) 135A.
- 2.1.7. Develop, maintain, and ensure compliance with the 1C3X1 Career Field Education and Training Plan (CFETP).
- 2.1.8. Establish/manage the Command Post Enlisted Force Council (CPEFC) IAW Chapter 13.
- 2.1.9. The AFCFM serves as final approving authority for all 1C3X1 retraining packages.
- 2.1.10. Manage the CP Annual Awards Program IAW AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program*, Chapter 22.
- 2.1.11. The AFCFM is the sole authority for developing and establishing CP guidance and standards for award and retention of the CP Air Force Specialty Code (AFSC) 1C3X1 in the Classification Guide. If this guidance conflicts with any other instructions, this AFI is the prevailing authority.

2.2. Air Force Service Watch Cell (AFSWC)/A3O-O will:

- 2.2.1. Maintain reliable and redundant secure/non-secure voice connectivity with all MAJCOM command centers.
- 2.2.2. Operate communications systems to maintain C2 IAW this instruction.
- 2.2.3. Ensure timely dissemination of information from individual reporting sources (e.g., MAJCOMs, FOAs) that may indicate an adverse trend impacting AF operations worldwide.

2.2.4. Report directly to the National Military Command Center (NMCC) on incidents affecting AF assets.

2.2.5. Ensure AFSWC personnel are thoroughly familiar with reporting requirements outlined in AFI 10-206, *Operational Reporting*.

2.2.6. Ensure compliance with requirements outlined in this AFI.

2.3. MAJCOMs/DRUs/FOAs will:

2.3. (AFRC)7. 1. AFRC Functional Staff is exempt from maintaining certification. AFRC Functional Staff will work shifts in the AFRC Command Center to the maximum extent possible to maintain currency on C2 processes.

2.3.1. Develop, coordinate, maintain, and publish all required documents outlining CP policies and procedures in support of AF/COCOM guidance. Due to the organizational structure of DRUs/FOAs, AD DRUs/FOAs are not required to create a policy and procedure branch nor HQ Command Center. DRU/FOA requirements will be coordinated by AF/A3O-AC through the DRU/FOA 1C3 Chief or Superintendent as applicable.

2.3.2. Ensure guidance is provided to commanders at all levels, regarding compliance with established timing criteria for reports contained in joint publications, AFI 10-201, *Status of Resources and Training System (SORTS)*, AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*, and AFI 10-206, *Operational Reporting*.

2.3.3. Ensure a comprehensive training program is designed to support initial certification, recertification, and recurring training requirements by tailoring the AF MTP core documents into a MAJCOM/DRU/FOA MTP. Training will be conducted IAW Chapter 7 of this AFI.

2.3.4. Supplement this AFI with MAJCOM amplifying instruction. Not applicable to DRUs/FOAs.

2.3.5. Ensure MAJCOM inspection checklists are approved by AF/A3O-AC and submitted to AF Inspection Agency (AFIA) for use by MAJCOM and unit personnel for evaluation of unit compliance. Not applicable to DRUs/FOAs as they will use AF/A3O-AC inspection checklists.

2.3.6. Establish, coordinate, and conduct Staff Assistance Visits (SAV) and Functional Assessment Visits (FAV). Specifics of SAV/FAV program are detailed in Chapter 12 of this AFI. DRUs/FOAs will coordinate all SAVs through AF/A3O-AC.

2.3.6.1. **(Added-AFRC)** SAVs/FAVs will be conducted by AFRC/A3OM or other units at the discretion of the Wing Commander. Any request for a HHQ SAV must come directly from the Wing Commander.

2.3.7. Ensure that MAJCOM 1C3 Policy and Procedures personnel are aligned as part of the MFM staff to promote continuity and facilitate the FAV process. MAJCOM 1C3 Policy and Procedures personnel (to include the 1C3 MAJCOM Functional Manager) are exempt from maintaining certification requirements when not required to perform duties as a certified controller. Not applicable to DRUs/FOAs.

2.3.8. Provide MAJCOM Inspector General (IG) CP inspectors training, technical expertise, and all required inspection checklists, tests, and other necessary materials to conduct CP

inspections. MAJCOM 1C3 IG personnel are exempt from maintaining certification requirements. Not applicable to DRUs/FOAs.

2.3.9. Oversee CP manning for MAJCOM/DRU/FOA 1C3X1 enlisted personnel assigned to staff and subordinate unit positions. Manage and coordinate assignment allocations for 1C3X1s. Coordinate and advise applicable A1 office on changes to CP manpower requirements.

2.3.10. Identify manning requirements for functional areas. Requirements will be defined by position title, grade, AFSC or Special Duty Identifier (SDI), and skill level according to AFMS 135A.

2.3.11. Review CP Unit Manpower Documents (UMD)/Unit Personnel Management Rosters (UPMR) quarterly, as a minimum.

2.3.12. Establish, manage, and source deployment requirements in support of Air Force Personnel Center (AFPC)/DPW, contingencies, and other operations as directed by HAF, MAJCOM, and other supported/supporting commands. Comply with AFI 10-401, *Air Force Operations Planning and Execution*, AFI 10-403, *Deployment Planning and Execution*, and the CP AEF sourcing instructions, as set forth by the AFCFM.

2.3.13. Communicate with MAJCOM/DRU/FOA 1C3X1 personnel and CP managers concerning career field issues and 1C3X1 career progression.

2.3.14. Manage temporary duty (TDY) manning assistance requests.

2.3.15. Establish a MAJCOM/DRU/FOA CP Annual Awards program to facilitate nomination of MAJCOM/DRU/FOA candidates to compete under the AF CP Annual Awards Program, governed by AFI 36-2807.

2.3.16. Standardize CPs to the maximum extent possible.

2.3.17. Coordinate with other applicable MAJCOM staffs for all Consolidated CP/ CP Association/Regional CP under its authority for resolution and clarification of training, staffing, and procedural issues.

2.4. MAJCOM or HHQ Command Centers will:

2.4.1. Be aligned IAW para 1.3.1. of this AFI.

2.4.2. Operate communications systems to maintain C2 IAW this instruction and AF/COCOM guidance.

2.4.3. Ensure command center personnel are thoroughly familiar with AF/COCOM guidance.

2.4.4. Ensure immediate dissemination of information from individual reporting sources (e.g., AFCHQ, ANG) that may indicate any adverse trend impacting the command.

2.4.5. Report directly to the AFSWC on incidents affecting AF and MAJCOM assets.

2.4.6. Comply with training and certification requirements set forth in Chapter 7 of this AFI.

2.4.7. Ensure command center personnel are thoroughly familiar with reporting requirements outlined in AFI 10-206.

2.4.8. Maintain reliable and redundant secure/non-secure voice connectivity with assigned CPs.

2.4.9. Ensure compliance with requirements outlined in this AFI.

2.5. Commanders will:

2.5.1. Ensure CP is organized, staffed, equipped, and operated as required by this instruction. Align the CP as a wing staff office IAW para 1.3.2.2. of this AFI.

2.5.1.1. (**Added-AFRC**) Ensure that all personnel required have OPCON or ADCON over Air Reserve Technician or full-time civilian controllers attend a Civilian Supervisors course.

2.5.2. Ensure CP officers and enlisted personnel maintain certification requirements IAW Chapter 7 of this AFI.

2.5.3. Establish and maintain a responsive and reliable communications system linking the CP with the NMCC, AFSWC, applicable MAJCOM, AFCHQ, and operational-support agencies.

2.5.4. Institute procedures to ensure the immediate relay of critical information to lateral and subordinate agencies.

2.5.5. Ensure CP controllers utilize applicable C2 systems, such as Theater Battle Management Core System (TBMCS), Global Decision Support System (GDSS), Jabber, SKIWeb, and other C2-enhancing force management systems for maximum resource management and force utilization.

2.5.6. Ensure a comprehensive and up-to-date training program is established, maintained, and administered based on the AF 1C3 MTP, supported command requirements, host/tenant unit requirements, and the 1C3X1 CFETP.

2.5.7. Establish a standardized notification system to ensure timely alerting/recall of unit personnel and support agencies under both normal and degraded communication conditions.

2.5.8. Develop written procedures to provide C2 under less-than-optimum conditions such as forced relocation, communications outage, fire, natural disaster, etc.

2.5.9. Ensure the CP is manned with certified 1C3 personnel and continuously operational.

2.5.10. Coordinate written MOA/MOUs with tenant units to ensure command alerting, reporting, and other support requirements are met. MOA/MOUs will be developed IAW AFI 25-201 and maintained on file.

2.5.10.1. Though not mandatory, it is highly encouraged all agreements addressing C2 issues be forwarded to all concerned MAJCOM C2 staff agencies prior to local finalization.

2.5.10.2. Ensure CP has procedures in place to review agreements annually. CP managers must document the review with the date accomplished and signature/initials of reviewers. Maintain review documentation with the agreement, unless otherwise directed.

2.5.11. As required, appoint a TS Control Officer (TSCO) and alternate in writing and ensure the TSCO establishes and maintains a TS Control Account (TSCA) IAW DOD 5200.1-R, *Information Security Program* and AFI 31-401, *Information Security*.

2.5.12. Ensure 1C3X1 enlisted controllers are placed on full BAS IAW para 1.6.2. of this AFI.

2.5.13. Assign a CP Chief, by position number, in the appropriate officer grade IAW AFMS 135A.

2.5.14. Identify CP requirements and programs to secure necessary funding for facility configurations, equipment, and communications systems to support reliable and efficient operations.

2.5.15. Establish and maintain an alternate CP (ACP) facility that supports fixed/deployed operations. The operational capability of the ACP must mirror the capability of the primary facility to support command, control, communications, computers, and intelligence (C4I) needs (MUNSS locations are exempt).

2.5.15.1. ACP will normally not be shared with another function with whom they do not already share the primary facility. If sharing with other functions not already shared in the primary, the facility will be arranged/outfitted to ensure controllers maintain the ability to receive and process EAMs in a secure environment and operate without interference from other activities. Waiver to this requirement will be approved by the CP's owning MAJCOM/A3 or equivalent.

2.5.15.2. ACP must be located outside the cordon area that would be applied to the permanent structure in the event of a fire, bomb threat, etc. The minimum distance between the primary and ACP must be 2,000 feet. The MAJCOM/A3 is the final waiver approval authority, after coordination through the MAJCOM MFM(s).

2.5.15.3. ACP when activated will hold the same PL as the primary CP.

2.5.16. Establish physical security requirements. Refer to Chapter 10 of this AFI for CP security requirements.

2.5.17. Ensure procedures are developed and in place to restrict CP access to authorized personnel only.

2.5.18. Controller Weapons. Provide controller weapons, if applicable, and the capability to follow procedures IAW AFMAN 31-229, *USAF Weapons Handling Manual*.

2.6. CP Managers will:

2.6.1. Maintain certification IAW chapter 7 and work at least two full console shifts per month, verified through events log review. ARC Traditional CP management and controllers must perform 4 hrs of console currency a month or 8 hrs in 60 days to maintain certification, verified through events log review.

2.6.2. Appoint an NCOIC, Command Post Operations and alternate in writing and ensure all console programs are developed, maintained, and administered IAW applicable JCS, AF, MAJCOM, and wing/unit directives.

2.6.3. Appoint an NCOIC, Training and alternate in writing and ensure training program is developed, maintained, and administered IAW Chapter 7 of this AFI and applicable MAJCOM supplements.

2.6.4. Appoint an NCOIC, Reports and alternate in writing and ensure reports program is developed, maintained, and administered IAW AFI 10-206. CP managers will comply with AFI 10-201 when appointing SORTS program managers.

2.6.5. Appoint an Information Technology Equipment Custodian (ITEC) and alternate in writing and ensure all equipment is maintained and accounted for IAW AFI 33-112, *Information Technology Hardware Asset Management*.

2.6.6. Appoint a COMSEC Responsible Officer (CRO) and alternates in writing (as applicable). Ensure the CRO establishes and maintains a COMSEC materials program IAW AFI 33-201 Vol 2, *Communications Security (COMSEC) User Requirements*, and applicable MAJCOM supplements.

2.6.7. Appoint a Security Manager and alternate in writing, and ensure CP security program is developed and maintained IAW AFI 31-101, *Integrated Defense*, AFI 31-401, *Information Security Management Program*, AFI 31-501, *Personnel Security Program Management*, AFI 31-601, *Industrial Security Program Management*.

2.6.8. Appoint an Exercise Evaluation Team (EET) primary and alternate(s) in writing, to evaluate C2 operations during local inspections and exercises.

2.6.9. Develop written procedures and exercise capability to adequately perform CP operations from an alternate facility on a semiannual basis. At a minimum, the ACP must have the capability to receive, process, and disseminate EAMs to required units (via secure voice), CAT directives, and reports. In addition, maintain the capability for emergency management disseminations via Giant Voice and mass network systems.

2.6.10. Develop and maintain a CP self-inspection program IAW para 12.3. of this AFI and applicable MAJCOM supplements.

2.6.11. Manage CP budget. Ensure requirements are prepared and submitted to the appropriate agency. Ensure CP projects for future upgrades and enhancements are planned and budgeted.

2.6.11.1. Minimum CP (unit funded) budget items will include funding for:

2.6.11.1.1. Training courses for the SORTS and Training Managers.

2.6.11.1.2. CP Managers Course at either Dyess AFB or Scott AFB.

2.6.12. Ensure console personnel scheduled for Weighted Airman Promotion System (WAPS) and Career Development Course (CDC)/Upgrade Training End of Course (EOC) testing receive a minimum of 24 hours off-duty immediately preceding the scheduled test.

2.6.13. Establish/maintain a CP publication library and an approved records management plan.

2.6.14. Submit monthly manning reports IAW Chapter 3 of this AFI and applicable MAJCOM supplements.

2.6.15. Review and document review of all CP OIs, Emergency Action Checklist (EAC), Controller Basic Checklist (CBCs), QRCs, and Controller Information File (CIF) binders semiannually using AF Form 4436, *Command Post Publications Review Log*.

2.6.16. Review and initial completed CP daily events logs NLT the next duty day.

2.6.17. Ensure Special Experience Identifiers (SEI) are awarded IAW the Air Force Enlisted Classification Directory (AFECD) and documented on the CP manning report IAW para3.5.5.9.4. of this AFI

2.6.18. Employ Installation Notification and Warning Systems (INWS) and report system deficiencies to the Communications Squadron and/or Civil Engineering Squadron.

2.6.19. Establish and maintain the following:

2.6.19.1. AFRIMS account for maintenance and disposition of items such as events logs, electronic files, AF OPREP-3s, and EAMs, IAW AFI 33-322, *Records Management Program*.

2.6.19.2. Self-inspection program.

2.6.19.3. Awards recognition program.

2.6.19.4. Annual budget plan.

2.6.19.5. OPR/EPR tracking system.

2.6.20. Ensure only EA personnel on duty are authorized to control access to EA cell.

2.6.21. Ensure all training required in the 1C3X1 CFETP, Part II, is conducted IAW AFI 36-2201, and applicable MAJCOM directives, and that mandatory qualification requirements from the 5- and 7-skill levels are included in MAJCOM training plans.

2.6.22. Ensure AF Form 623As are maintained IAW AFI 36-2201, and other applicable directives. AF Form 623As are maintained and kept current for all certified controllers regardless of rank.

2.6.23. Ensure completion and correct documentation of CP controller training and certification consistent with Chapter 7 of this AFI.

2.6.24. Ensure all personnel performing duty in the CP environment are trained in physical and communications security requirements, (e.g., Admin, MOC, Air Transportation Operations Center [ATOC]).

2.6.25. Coordinate written MOA/MOUs with tenant units to ensure command alerting, reporting, and other support requirements are met. CP managers and commanders must document the review with the date accomplished and signature/initials of reviewers. Maintain review documentation with the agreement, unless otherwise directed.

2.6.26. Ensure controllers know to contact the Air Force Rescue Coordination Center (AFRCC) or applicable RCC immediately, in the event of a missing person, search, rescue, or overdue aircraft investigation, by incorporating AFRCC/RCC notification requirements into initial certification and recurring training.

2.6.27. **(Added-AFRC)** AFRC CP Managers will attend Civilian Supervisors course.

Chapter 3

PERSONNEL

3.1. Staffing.

3.1.1. Active duty manpower requirements will be reviewed by the AFCFM, AF/A1MR, AFMA, and MFM and validated/published in AFMS 135A. AFRC 1C3X1 MFM will address AFRC respective manpower requirements in the appropriate manpower standard in their supplement to AFI 10-207.

3.1.1.1. CPs will be manned continuously with certified 1C3XX or certified officer console controllers.

3.1.1.1. (AFRC) AFRC CP staffing is determined by current directives governing organization and manpower for applicable levels of command. Staffing during non-active duty periods is based upon Part A of the Unit Manpower Document (UMD) and during military periods upon Part B of the UMD. The AFRC manning standard for command posts is 135A.

3.1.1.1.1. Operational units, as designated in AFMS 135A, will be manned with a minimum of two certified controllers.

3.1.1.1.1.1. (Added-AFRC) AFRC CPs supporting strategic airlift, OPLAN 8010, dedicated NORAD Air Sovereignty Alert (ASA) or other primary mission requiring a continuous C2 presence will be operated 24/7/365, with a minimum of two controllers. Any deviation from this will require a waiver from AFRC/A3OM.

3.1.1.1.2. Nonoperational units, as designated in AFMS 135A, will be manned with a minimum of one certified controller.

3.1.1.1.3. Consolidated CP/ CP Association/ Regional CP supporting two or more wings/operational units will be manned continuously with certified console controllers, as designated in AFMS 135A and approved variances.

3.1.1.2. Overhead staffing of CPs, operations centers, control centers, and/or MAJCOM command centers performing C2 or C2 related duties will be IAW AFMS 135A.

3.1.1.3. Variances to AFMS 135A, whether positive or negative, will be coordinated with the MFM(s) and AFCFM prior to submission to AFMA, who will validate the variances using the capabilities based manpower study (CMS) process.

3.1.1.4. The AFECD identifies mandatory and minimum requirements for entry into and award/retention of the 1C3X1 AFSC. Additional on-the-job training (OJT) and upgrade requirements may be required by the 1C3X1 CFETP, governing MAJCOM, or locally determined directives.

3.1.2. Conversions of CP manpower authorizations from military to civilian or adding any outside billets are not authorized without the written approval of the AFCFM.

3.1.3. Personnel cross training into the Command Post 1C3X1 career field are required to be interviewed by the Command Post Superintendent and a Competent Medical Authority

(CMA) for the personnel reliability program (PRP), prior to being approved for cross-training. The superintendent will review the members current AMS SURF, last five EPRs and conduct a face to face interview. If the CP Superintendent identifies any potential negative trends or in-eligibility for receiving a top secret clearance they will non-recommend the individual for cross training. The CMA will review the member's records for potential permanently disqualifying information (PDI). If PDI is found, the member will not be recommended to cross train into the 1C3 career field.

3.1.3.1. The interview process is critical to maintaining the integrity of the 1C3X1 AFSC. CP missions differ based on command of assignment and weapons systems employed. Therefore, the interviewer must consider the person's ability to meet all career field requirements when deciding whether to recommend a person for retraining into the 1C3X1 AFSC. Minimum requirements for a retraining interview will be IAW [Attachment 3](#) of this AFI.

3.1.3.2. If the applicant does not have access to a CP (i.e., deployed/assigned location has no CP), individuals must be interviewed and recommended for entry into the 1C3X1 AFSC by their MAJCOM 1C3 MFM (telephone interviews are acceptable).

3.1.3.3. All recommendations must be reviewed and approved by the AFCFM. Final approval/disapproval rests with the AFCFM.

3.1.4. CP Chief. When CPs are authorized a CP Chief IAW AFMS 135A, the CP Chief should be assigned/possess the special duty identifier, "86P" AFSC; however, other AFSCs are acceptable upon approval by the installation/MAJCOM commander. MAJCOM/A3 or equivalent will approve MAJCOM command center use of other AFSCs.

3.1.4.1. The officer appointed as the CP Chief will report to the wing commander responsible for operating the CP (e.g., the installation commander or operational wing commander).

3.1.4.2. The CP Chief will be trained, certified, and work console shift IAW Chapter 7 and para 2.6.1. of this AFI. It is highly recommended the CP Chief attend the CP Managers Course at either Dyess AFB or Scott AFB.

3.1.4.3. For installation CPs, "Chief, Command Post" is the only authorized duty title for the individual in the CP Chief UMD position.

3.1.4.4. When no CP Chief is assigned, the CP Superintendent will perform the CP Chief duties (in addition to Superintendent duties) and will report directly to the Wing Commander. They will retain the title of Superintendent.

3.1.5. CP Superintendent. The CP Chief and wing leadership will choose the most qualified 1C3X1 for this critical position. The CP Superintendent is a leadership position, and is normally held by the highest ranking MSgt/7-level. IAW AFP 36-2618, The Enlisted Force Structure, MSgts filling leadership roles are expected to have completed their CCAF and their SNCO PME (minimum of correspondence). MSgts who have not completed their CCAF and SNCO PME, have demonstrated their unwillingness to properly lead; the CP Chief is encouraged to consider replacing them with a MSgt/7-level who has demonstrated the knowledge and leadership qualities to be the CP Superintendent. **(NOTE:** For

Consolidated CP/ CP Association/ Regional CP, MAJCOMs will determine component leadership and document it in an MOA/MOU.)

3.1.5.1. As a minimum, will be a MSgt (PAFSC 1C371), with 36 months of 1C3 experience, will be assigned the title and responsibilities of CP Superintendent.

3.1.5.1.1. Any deviation must be approved by the affected MFM(s).

3.1.5.1.2. Per AFMS 135A, 1C3X1 is the only enlisted AFSC authorized to exercise control over the CP.

3.1.5.1.3. For installation CPs, "Command Post Superintendent" is the only authorized duty title for the individual in the CP Superintendent UMD position.

3.1.5.2. Will be trained, certified, and work console shifts IAW Chapter 7 and para 2.6.1. of this AFI. It is highly recommended the CP Superintendent attend the CP Managers Course at either Dyess AFB or Scott AFB.

3.1.5.3. Review inbound 1C3X1 technical training students' AETC Form 156, *Student Training Report* and provide graduate assessment surveys (GAS) to supervisors for completion and review responses from supervisors and graduates prior to returning the GAS.

3.1.5.4. Ensure all UGT requirements identified in the 1C3X1 CFETP are met prior to upgrade approval.

3.1.5.5. Ensure all 1C3X1 occupational surveys are completed and returned to the appropriate occupational measurement squadron.

3.1.6. NCOIC Command Post Operations. CP managers will choose the most qualified 1C3X1 for this critical position.

3.1.6.1. The individual filling this position must possess a 1C371 PAFSC, and is normally the next senior in rank to the Superintendent (preferably a TSgt or above), and will have 18 months of 1C3 experience.

3.1.6.2. This position is responsible for the operation of the console and, in concert with the NCOIC Training, to ensure controllers are properly trained and equipped to perform the mission.

3.1.6.3. The NCOIC CP Operations will be trained and certified IAW Chapter 7 of this AFI and will perform at least two full console shifts per month verified through events log review.

3.1.6.4. The NCOIC CP Operations is responsible for the following duties, as applicable:

3.1.6.4.1. Alternate CP

3.1.6.4.2. Controller Duty Schedule

3.1.6.4.3. COMSEC

3.1.6.4.4. Checklists

3.1.6.4.5. CP Displays

3.1.6.4.6. OIs

3.1.6.4.7. Controller Information File (CIF)

3.1.6.4.8. Weapons Management

3.1.7. INWS Manager. The individual filling this position must possess a primary AFSC 1C351/1C371. This position is responsible for the day-to-day management, database administration and training of the INWS program. The INWS Manager will facilitate rapid and effective dissemination of emergency information to include signals or messaging appropriate to Force Protection Condition (FPCONs), watches, warnings, evacuation routes, and other alerting information to meet DoD and Federal warning requirements. As the CP representative to the Disaster Response Force (DRF) the INWS Manager will facilitate recurring training with DRF personnel on the use of the INWS.

3.1.8. Training Manager. CP managers will choose the most qualified 1C3X1 for this critical position. The Training Manager or Alternate Training Manager, as applicable is responsible for establishing and maintaining requirements IAW AF/MAJCOM MTP.

3.1.8.1. As a minimum, the individual filling this position will be a SSgt who has at least 6 months experience as a certified controller at their unit and completed all 7-level upgrade training (UGT) requirements. For CPs identified as short tour assignments, CP Managers will determine the best qualified 1C371 to fill the Training Manager and Alternate Training Manager position regardless certification and/or experience requirements.

3.1.8.1.1. The Training Manager and Alternate Training Manager will be trained and certified IAW Chapter 7 of this AFI, and will perform at least two full console shifts per month (verified by the events log). They will maintain certification in all areas of which they train, in order to develop, manage, and conduct training of CP controllers in support of mission requirements, as required in AFI 36-2201, *Air Force Training Program*.

3.1.8.1.2. As a minimum, the Alternate Training Manager will have at least 6 months experience as a certified controller at the unit of assignment and completed all 5-level UGT requirements. At their discretion, CP managers may appoint a highly qualified SrA, meeting the above requirements, to serve as an Alternate Training Manager. For CPs identified as short tour assignments, CP Managers will determine the best qualified 1C371 to fill the training manager and alternate training manager position regardless certification and/or experience requirements.

3.1.8.1.3. It is highly recommended the Training Manager and Alternate Training Manager attend the CP Training Managers Course at Offutt AFB.

3.1.8.2. CP Associations will appoint/have one Training Manager from each unit/component, to share responsibility for creating and managing the training program. Regional CPs with more than one component will have a Training Manager from each component (e.g., not from each unit.)

3.1.8.3. MAJCOMs with a positive variance to AFMS 135A for an OPLAN 8010 Aircrew Command and Control Procedures (CCP) Training Manager will ensure individual is trained, certified, and performs at least two full console shifts per month.

3.1.8.4. **(Added-AFRC)** Training manager will order 5-level CDCs and issue to trainees immediately upon first duty day after graduation from tech school.

3.1.8.5. **(Added-AFRC)** Administer and monitor CDC progress for controllers in 5 and 7-level upgrade training IAW AFI 36-2201.

3.1.8.6. **(Added-AFRC)** Training manager will schedule 5 and 7-level end of course (EOC) examinations when notified by supervisor that trainee is prepared for examination.

3.1.8.7. **(Added-AFRC)** Training manager will complete 5 and 7-level upgrade paperwork and submit it to the base training manager

3.1.9. NCOIC Reports. The NCOIC Reports is responsible for maintaining current reports guidance and ensuring proper report formats are available to controllers and tailored to support mission requirements IAW AFI 10-206 and applicable MAJCOM reporting guidance.

3.1.9.1. The NCOIC Reports may also serve as the SORTS Manager; however, if the SORTS manager has been converted to a civilian position, a 1C3X1 will be appointed as the NCOIC Reports.

3.1.9.2. The NCOIC Reports will be trained and certified IAW Chapter 7 of this AFI and will perform at least two full console shifts per month (verified by the events log).

3.1.10. Console Manning Requirements.

3.1.10.1. As a minimum, the senior controller position will be manned with a 1C371. Units experiencing a 1C371 shortage may fill the senior controller position with a highly experienced SrA (CAFSC 1C351). CP managers must advise their respective MFM(s), before filling the senior controller position with a SrA (CAFSC 1C351). CPs with at least two controllers on-duty will not fill senior controller positions with a 1C331.

3.1.10.2. Reduced Manning. When manning is insufficient to support the required console crew size, units requiring two or more controllers per shift will request a waiver to operate the CP with reduced manning IAW this AFI. Waiver requests will include a copy of their last 90 days shift schedules and manning reports. An approved waiver is required prior to commencing single controller operations.

3.1.10.3. Augmentees. If required, CPs may use augmentees during severe manning shortage, emergencies, contingencies, natural disasters, and exercises, as warranted. Augmentees must:

3.1.10.3.1. Complete and maintain certification/training requirements IAW Chapter 7 of this AFI.

3.1.10.3.2. Possess a clearance commensurate to the unit's mission.

3.1.10.3.3. Not be used as a senior controller.

3.1.10.4. Additional Controller. CPs should be manned continuously by an additional controller during exercise/real world operations and other high-operations tempo. The additional controller acts as the liaison between the EA cell, and the CAT/EOC, assisting on-duty controllers.

3.1.10.5. Replacement Controller. If a controller must leave the console area for an extended period (e.g., longer than a restroom break), a replacement controller will be called in and a shift changeover completed. CP managers will ensure procedures are in place and a sufficient number of certified personnel are on call and able to report if needed. Controllers working in a CP having an exercise room may leave the console area to work out, so long as one controller remains on the console and has the ability to immediately recall the other without leaving the console. MAJCOMs will define immediate recall for their units in their MAJCOM supplement to this AFI.

3.2. Security Clearances. All 1C3s/officers assigned to CP must possess a TS clearance. Any assigned 3D0X1 personnel must possess a security clearance commensurate with the unit's mission. Due to the amount of time involved in security background investigations, individuals may perform CP controller duties after being granted an appropriate interim TS clearance while awaiting Defense Security Service actions, adjudication, and award of final TS clearance.

3.2.1. Controllers serving in a critical PRP billet must be eligible for a TS security clearance based on a SSBI or SSBI-PR completed and adjudicated within the last five years. Refer to AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)* for additional information on initial and interim certification.

3.2.2. At no time will the EA console be manned where both controllers on duty possess only an interim TS clearance.

3.2.3. At no time will the single controller possess only an interim TS clearance. This restriction also applies to positions with single controllers trained in Headquarters, United States Strategic Command EAP (EAP-STRAT) and/or deployed to an overseas theater for OPLAN 8010 reconnaissance operations.

3.2.4. All personnel from other functional areas performing duties in the CP must possess, as a minimum, a Secret clearance (e.g., MOC, ATOC).

3.2.5. All 1C3X1 personnel, regardless of assignment, will maintain a current TS security clearance once an initial TS has been awarded. CP managers will ensure each 1C3X1 assigned to the CP has a current TS security clearance and submits their periodic review in a timely manner. This includes all 1C3X1 personnel serving in C2 facilities where TS information is not processed/maintained on a routine basis. If a 1C3X1's TS security clearance has been permanently revoked, CP managers will immediately initiate procedures to remove the individual from the 1C3X1 AFSC.

3.3. Additional Qualifications. Additional qualifications may be required locally or by MAJCOMs to support unique mission or functional area requirements (e.g., certification under the PRP, access to Sensitive Compartmented Information [SCI], or OPLAN 8010).

3.4. Duty Schedule and Restrictions. Due to the 24-hours a day, 7 days a week, manning requirement for the C2 facility, CP controllers working rotating shifts (e.g., console controller duty) will not perform additional duties/details beyond the scope of C2 functions (e.g., base clean up, snow removal, augmentee duties) outside of the CP. This provision does not apply to personnel assigned to overhead positions who routinely work normal day shift schedules. CP personnel who reside in the dormitory are not exempt from performing bay orderly functions in the dorm common areas.

3.4.1. The duty schedule is approved by the CP Superintendent or designated alternate.

3.4.2. Each CP is different with regard to creating a work schedule. Controllers will not perform more than 12 hours of continuous duty (plus necessary time for shift changeover) and will be provided eight hours of uninterrupted rest before shift or any scheduled CP meetings. EXCEPTION: In times of emergency, controllers may be required to perform duty in excess of 12 hours to ensure uninterrupted C2. The standard work schedule for deployed operations is 12-hour shifts, 6 days on duty, 1 day off. This standard supports the C2 force module concept of all 9ACP UTCs (6x 1C3X1s) per location as the manpower baseline for deployed operations.

3.4.3. CP controllers will not consume alcohol within eight hours preceding a scheduled console shift, or while on console duty.

3.4.4. CP managers may appoint personnel as project officers for base activities or to attend/become full-time members of base-level working groups (e.g., EET, Base Security Council), as long as it does not negatively impact day-to-day operation of the CP.

3.4.5. CP controllers must coordinate leave requests and appointments with the duty scheduler NLT the 15th day of the preceding month of a published duty schedule. Controllers will plan for bay orderly duties, dental and medical appointments, WAPS testing, training requirements, and leave projections and make every effort to de-conflict with the schedule. Controllers will advise supervisors of appointment scheduling/rescheduling problems immediately.

3.4.6. External agencies must consult with CP managers NLT the 15th day of the preceding month before scheduling CP personnel for WAPS testing, training, bay orderly, or mandatory appointments, to prevent duty interference/impact to CP operations.

3.4.7. CP controllers will be afforded 24 hours off prior to WAPS and CDC)/Upgrade Training EOC testing IAW para 2.6.12. of this AFI.

3.4.8. CP managers will designate a minimum of one individual to attend mandatory formations (e.g., Commander's Call). The designated individual attending the mandatory formation will brief all CP personnel on items of interest during the next training meeting and/or establish a CIF item for information requiring immediate dissemination. CP overhead personnel are required to attend mandatory formations, unless performing console duties or otherwise excused by CP managers.

3.4.9. To aid analysis of work distribution, duty schedules (to include changes) will be retained for a minimum of six months and may be maintained electronically.

3.4.10. Shift Requirements. All certified controllers are required to perform at least two full shifts per calendar month verified through events log review. Individuals not meeting this requirement will be decertified and must complete recertification training and be recertified IAW Chapter 7 of this AFI. ARC Traditional CP management and controllers must perform 4 hrs of console currency a month or 8 hrs in 60 days to maintain certification, verified by events log entry. **NOTE:** controllers, and certified back office personnel can take up to 59 days of consecutive leave or TDY without being decertified for not working two full shifts per month.

3.5. Unit Manning.

3.5.1. UMD General Information. Manpower management is an essential part of resource management and key to mission accomplishment. CP managers must understand the basics of identifying and managing manpower to meet the mission.

3.5.1.1. The UMD is a computer-generated product extracted from the Manpower Programming and Execution System (MPES) and is a key product used in the management of manpower resources at all organizational levels. It lists the number and type of manpower (enlisted, officer, or civilian); authorized and required grades, and AFSC required by personnel accounting symbol (PAS); Functional Account Code (FAC); Office Symbol Code (OSC); and whether the positions are funded or unfunded requirements.

3.5.1.2. Additional data codes are also used to further define positions and organizational structure, such as duty titles, supervisory positions, organizational structure titles, authorization effective dates, and Program Element Codes (PEC). The UMD does not reflect information about the individuals who are filling the authorized positions; the UPMR, generated by the personnel community, provides specific data associated with assigned personnel.

3.5.1.3. CP managers will request a UMD from the installation Manpower Office (MO) quarterly. Managers will then review their UMD to ensure it accurately reflects unit requirements. Immediately report any UMD changes or discrepancies to the unit manpower POC and MFM.

3.5.1.3.1. AF, MAJCOM, and unit actions can affect authorization levels. Some actions not only affect authorization levels, but can also impact the funded grade. A grade imbalance between what is required and what is funded (authorized) may occur as a result of legislative and budgetary constraints on the allocated grades or HHQ action.

3.5.1.3.2. HQ USAF implements congressional and DoD grade constraints by creating grade factors. The two types of factors created and distributed are: (1) overall command grade factors for each enlisted grade and (2) Career Progression Group (CPG) factors for each AFSC, to the first three digits. Command grade factors ensure authorized grades do not exceed command ceiling constraints. A CPG factor ensures equitable allocation of the grades within each AFSC in each command. Both types of factors are applied to the budgeted end strength. AFCFMs can recommend adjustments to HQ USAF/A1M, but when making adjustments, they must maintain a zero sum gain of total grades allocated for each command.

3.5.2. Initiating and Tracking Manpower Changes to the UMD.

3.5.2.1. A unit will periodically need to change an existing requirement on the UMD to realign positions or grade conversions, etc. An authorization change request (ACR) is used to request this change. The unit identifies the requested change and provides detailed justification and installation functional POC information to the servicing MO. The MAJCOM/A1 POC evaluates the request and coordinates it with the MFM before finalizing the request.

3.5.2.2. If the ACR is approved, the MAJCOM POC updates the change in the MPES and the servicing MO will receive an authorization change notice (ACN) generated by

the MPES. The MO will send a copy of the ACN to the affected unit's POC. The ACN details the approved change, rationale for the change, and the name of the MAJCOM project POC. To ensure the accuracy of the UMD, unit POCs should update their UMD as soon as they receive an ACN. If the request is disapproved, the MAJCOM provides rationale to the submitting unit through the servicing MO.

3.5.3. UPMR. CP managers gather information on other full time/part time borrowed or loaned personnel and update this information monthly through the commander's support staff (CSS) or equivalent. The UPMR reflects the "faces" to the UMD "spaces" and is critical to ensure personnel are assigned to positions on the CP UMD. An imbalance between the UMD and UPMR can have a negative impact on the mission and the unit's ability to meet AEF taskings. CP managers will request UPMR quarterly, and report discrepancies to the CSS and MFM immediately.

3.5.4. Preparing the CP Manning Report. The CP manning report provides CP functional managers with current and projected manning status based on the UMD and UPMR. It is a valuable tool assisting in determining future manning and tasking priorities. OPR for this report is the AFCFM. MAJCOMs may add to the content of the manning report; however, as a minimum, the manning report will contain the information stipulated in para 3.5.5 of this AFI. Consolidated CP/ CP Association manning reports will meet the requirements of all parent MAJCOMs/functional managers (e.g., MAJCOM MFMs, and ANG Functional Manager). CP managers will:

3.5.4.1. Ensure the PDS accurately reflects authorizations.

3.5.4.1. (AFRC) To assist HQ AFRC in effectively managing AFRC C2 resources, each unit submits manning reports monthly, not later than the 10th of the current month. Reports are updated by accessing the Manning Web, <https://webapps.afrc.af.mil/a3/manning/frmunit.aspx> and completing the manning report form. If reports cannot be submitted via the web site due to site difficulties, units will submit changes via e-mail to AFRC/A3OM until the problem is resolved.

3.5.4.2. Maintain an updated current (quarterly) copy of the UMD and UPMR.

3.5.4.3. Verify accuracy of duty AFSC and position number on personnel actions.

3.5.4.4. Maintain a suspense file of personnel actions and verify approved actions are correctly entered into the PDS.

3.5.4.5. Coordinate permanent change of assignment (PCA) actions. Ensure required documentation is completed and submitted.

3.5.4.6. Allocate projected gains against forecasted or actual vacant authorizations.

3.5.5. CP Manning Report Submission Instructions. The manning report will be submitted monthly to MFMs (AD FOAs/DRUs will submit reports to AFCFM), refer to Attachment 4 for an example. When significant changes occur that require HHQ involvement, CP managers will notify the MFM/AFCFM (as applicable) ASAP. MAJCOMs may develop guidance or instruction for submitting manning reports; however they must contain a minimum of the following:

3.5.5.1. Position. The 7-digit position number (PN) from the UMD.

3.5.5.2. Authorized Rank. Rank authorized for PN.

3.5.5.3. Authorized AFSC. AFSC authorized for PN.

3.5.5.4. Assigned Rank. Rank of person currently assigned to PN. If the person has been selected for promotion, include the letter “P” immediately after the current rank.

3.5.5.5. Name. The full name and middle initial of person assigned to PN. If more than one person is assigned to a single PN, ensure this is properly reflected. Include projected gains and annotate month/year gained in remarks. Designate senior controller status next to name (e.g., Jones, James A. -SR).

3.5.5.6. Date Arrived Station (DAS). The date individual arrived on station. Use month and year (e.g., Feb 07).

3.5.5.7. Permanent Change of Station (PCS) Projection. The date member is scheduled to perform a PCS move. Use month and year (e.g., Feb 07).

3.5.5.8. Deployment Status. This block reflects the last date an individual deployed to support a contingency tasking. Use month and year (e.g., Feb 07). Annotate “none” if an individual has not previously deployed. Use “non-deployable” if an individual cannot deploy. **NOTE:** Do not state the reason a member cannot deploy as this may violate The Privacy Act of 1974 or the Health Insurance Portability and Accountability Act (HIPAA). Finally, include the AEF Tempo Band the member is assigned to.

3.5.5.9. Remarks. Mandatory remarks, if applicable, are listed below. Other remarks may be added as necessary (e.g., if individual is decertified, has PRP or security clearance issues, or anything else affecting CP manning). Mandatory remarks follow:

3.5.5.9.1. Identify CP Chief, Superintendent, NCOIC CP Operations, NCOIC Training and NCOIC Reports. Also identify SORTS Program Manager, if SORTS is a separate function from Reports.

3.5.5.9.2. Projected gains and losses to include rank, name, and projected gain/loss date.

3.5.5.9.3. TDY status for TDYs 15 or more days in duration, to include estimated time of return (ETR) or projected departure date (PDD). For example: TDY JEFX 07-1, ETR 15 Jun 06, or Tasked for AEF 1, PDD 28 Aug 06.

3.5.5.9.4. CPs supporting OPLAN 8010 taskings or US Air Forces Europe (USAFE) Nonstrategic Nuclear Forces (NSNF) must aggressively track award of the Nuclear C2 SEI. CP managers will denote CP controllers not yet awarded the Nuclear C2 SEI and state the reason and estimated date of award (EDA). For example: “Has attended the Joint Nuclear C2 (JNC2) Course and is formally certified, but does not have 12 months experience/EDA Feb 07.”

3.5.5.9.5. Security clearance using one of the following entries: NONE; “IS” for interim Secret; “S” for Secret; “ITS” for interim TS; “TS” for TS; or “SCI” for TS-SCI.

3.5.5.9.6. PRP status, if filling a PRP billet.

3.5.5.9.7. CP managers will add a remark to the manning report for all SrA and below with PAFSC 1C351 who have been approved to serve as senior controllers.

Chapter 4

COMMAND POST FUNCTIONAL AREA RESPONSIBILITIES

4.1. Console Operations. Console Operations is a 24/7 function responsible for, as a minimum, the following actions/events:

4.1.1. EA. CP personnel performing EA duty must remain in the immediate vicinity of the console at all times, in order to respond to EAMs in a timely manner.

4.1.2. Initiating and completing EACs, QRCs, and CBCs.

4.1.3. Emergency/crisis notification, coordination, and disaster response.

4.1.4. Flight following or mission monitoring and coordination.

4.1.4.1. **(Added-AFRC)** Tracking and closing out of unit missions flown on an AFRC Mission Identifier (MI) is a unit responsibility. Missions completed after unit duty hours will be closed out at the earliest opportunity on the next duty day.

4.1.5. Proficiency using assigned C2 systems, to include (but not limited to): Defense Switched Network (DSN), telephone console, secure telephone, Automated Message Handling System (AMHS), Global Command and Control System (GCCS), GDSS, TBMCS, INWS (e.g., Giant Voice, telephone alerting systems, network alerting systems), as applicable.

4.1.5.1. **(Added-AFRC)** CPs are required to have, as a minimum, the following C2 systems in place: Defense Switching Network (DSN), telephone console, secure telephone, Installation Notification and Warning Systems (INWS) such as Giant Voice, a Telephone Alerting System, a Network Alerting System.

4.1.5.2. **(Added-AFRC)** AFRC CP Managers will maintain proficiency in the Management Internal Control Toolset (MICT).

4.1.6. Tracking location and availability of key personnel.

4.1.6.1. **(Added-AFRC)** Unit Contact Information Letters. HQ AFRC/A3OC must be able to reach Wing, Operations Group, Maintenance Group, Mission Support Group, and associate group commanders or their alternates within 30 minutes. See example of CIL in Attachment 7.

4.1.6.1.1. **(Added-AFRC)** All units will submit a CIL listing key personnel and 24-hour point of contact to the AFRC Command Center, to include units without a reserve command post. Detached units will forward a CIL to their assigned CP.

4.1.6.1.2. **(Added-AFRC)** Units will submit a new CIL to the AFRC Command Center the first duty day of each quarter (Jan, Apr, Jul, Oct) regardless of whether it has changed or not. Anytime there is a significant change in leadership, a new CIL will be submitted.

4.1.7. Maintaining a CP daily events log IAW para 5.4. of this AFI. Unclassified CP daily events logs will be marked "For Official Use Only."

4.1.8. Keeping vital displays current and updated. If computer generated displays are used, a back-up method for these displays will be kept current and made available in case of system failure.

4.1.8.1. The following displays will be maintained: Key personnel location, navigational aid status chart, base/airfield grid map, Alert Condition (LERTCON), FPCON, and Information Operations Condition (INFOCON) status displays (electronic displays and books authorized).

4.1.8.2. When posting displays with classified information, mark and protect them IAW DoD 5200.1-R and AFI 31-401.

4.1.9. CPs on installations with an active runway will have receive and transmit capability on the Secondary Crash Net (SCN). When relaying critical information to Airfield Management Operations (AM Ops), the CP will recommend AM Ops activate the SCN; however, the decision to activate the SCN remains with AM Ops, unless otherwise delegated. Not applicable to OCONUS CPs on a host nation installation. Results of daily SCN test will be annotated in the CP daily events log.

4.1.10. Initiating and testing of all INWS will be accomplished on a weekly basis. Results of this test will be annotated in the CP daily events log.

4.1.11. (**Added-AFRC**) To enhance and broaden controller experience levels, consider scheduling a controller's annual tour to a GMAJCOMs unit CP or the HQ AFRC Command Center.

4.2. Reports Function. The reports function is responsible for the following:

4.2.1. Oversight of Operational Reporting IAW AFI 10-206 and MAJCOM supplements.

4.2.1.1. Developing AF OPREP-3 checklists for console controllers.

4.2.1.2. Developing monthly AF OPREP-3 training scenarios, in concert with the CP Training Manager, to evaluate and validate controller proficiency.

4.2.2. SORTS reporting IAW AFI 10-201, and MAJCOM supplements.

4.2.3. Reporting functions required by arms control and other treaties.

4.2.3.1. Treaties may include the Chemical Weapons Convention (CWC), Confidence and Security Building Measures (CSBM), Conventional Forces Europe (CFE), Open Skies (OS), and New START (NST). The unit's Treaty Compliance Office will provide specific guidance treaty reporting requirements.

4.2.3.2. Units subject to the NST will comply with AFI 16-608, *Implementation of, and Compliance With, the New START Treaty*.

4.2.4. Strategic Force Accounting Module (SFAM) and Force Status Readiness (FSR) reporting for OPLAN 8010 committed units IAW United States Strategic Command Directive (SD) 501-14, *Strategic Force Accounting Module (SFAM) Reporting Procedures*.

4.3. Training Function. The training function is responsible for, as a minimum, the following:

4.3.1. Training CP controllers IAW Chapter 7 of this AFI.

4.3.2. Developing, maintaining, and administering the training program.

4.3.3. Ensuring training documentation is accomplished IAW applicable directives.

4.3.4. Assisting supervisors/trainees with UGT and qualification training issues.

4.3.5. Serving as CP base Exercise Evaluation Team (EET) POC.

4.4. Systems Function. The CP systems function is responsible only for CP unique systems and will not be utilized as a Work Group Administrator or a Communications System Administrator. As a minimum, the systems function is responsible for the following (within technical ability/constraints):

4.4.1. Monitoring and maintaining all CP communication systems.

4.4.2. Monitoring and maintaining all CP communications software and program applications.

4.4.3. Ensuring the CP has all required communications systems IAW this AFI and MAJCOM CP requirements documents.

4.4.4. Researching/attending training for all associated CP systems and communications programs.

4.4.5. Developing C2 systems briefings and injects into training scenarios, in concert with the CP Training Manager, to evaluate and validate controller proficiency.

4.4.6. Coordinating, monitoring and maintaining MOA(s) with the local communications squadron, for CP unique systems.

4.4.7. Acquiring and maintaining maintenance contracts for systems under contract. If managed/maintained by the communications squadron and/or contracting squadron obtain and maintain a copy of contract.

4.4.8. Conducting and documenting quarterly review of all valid contracts for currency and compliance.

4.4.9. Preparing and submitting all necessary certification and accreditation documentation for those systems maintained and operated in the CP.

4.4.10. Identifying unfunded equipment and systems requirements.

4.4.11. Advising CP managers of critical unfunded communication requirements and upgrades.

4.4.12. Programming/planning for future CP requirements based on technological advances.

4.5. CAT. The CAT is not a CP function. When activated, the CP, as the core 24/7 C2 node in the IC2 construct, typically hosts the unit or installation CAT and possibly the EOC. The composition and function of the CAT is largely mission driven and therefore a MAJCOM or unit commander prerogative. The composition of a CAT varies according to the situation.

Chapter 5

CONSOLE OPERATIONS REQUIREMENTS AND PROCEDURES

5.1. Publications Library. The CP will establish and maintain a publications library IAW this chapter, MAJCOM guidance, and AFI 33-322. A sufficient number of copies will be maintained to support console operations, training, and ACP. Publications that are allowed to be maintained electronically must have backup copies available (e.g., portable hard drive, CD-R or DVD-R), to ensure document survivability during equipment outages/catastrophic failures.

5.2. OIs.

5.2.1. OIs will be developed when the situation cannot be completely covered by QRCs or as mission changes dictate (e.g., new requirements, consolidating/combining CP). OIs must contain complete information to accomplish the specific task involved and reference all applicable publications and background materials (e.g., policy directives, instructions, operator's manuals). OIs must be reviewed by CP managers prior to publication and semiannually after publication. The review will be documented on the AF Form 4436 and maintained in all OI binder(s).

5.2.2. CP OIs relating to Nuclear Surety will be reviewed by Unit Weapons Safety semiannually, IAW AFI 91-101, *Air Force Nuclear Weapons Surety Program*.

5.2.3. Each CP will maintain current applicable OIs. OIs will be prepared and numbered IAW AFI 33-360, *Publications and Forms Management*. OIs may be combined, at the discretion of CP managers, so long as the topics are adequately addressed (e.g., equipment operation and communications systems listing, outages, and reporting). The minimum required OIs are:

5.2.3.1. Specific controller duties and responsibilities (10-series).

5.2.3.2. Local training and certification procedures (10/36-series).

5.2.3.3. Equipment operation (e.g., emergency power, alarm systems, closed circuit flight line video, Giant Voice) (33-series).

5.2.3.4. Communication system listing, outages, and reporting (33-series).

5.2.3.5. Self Inspection Program (90-series).

5.2.3.6. Policies and procedures for preparing the CP daily events log (10-series).

5.2.3.7. ACP activation (10-series).

5.2.3.8. Hazardous cargo mission procedures (24-series).

5.2.3.9. Installations with an airfield will develop OIs for special category mission procedures (e.g., CLOSE WATCH, National Airborne Operations Center [NAOC] Support, Nuclear Airlift, CLOSE HOLD, Special Operations) (11-series).

5.2.3.10. Security. This OI should address all aspects of security to include physical, personnel, industrial, computer, emissions, communications, and operations, as applicable (31-series).

5.2.3.10.1. **(Added-AFRC)** CP managers will ensure security OIs cover local security procedures for primary and alternate facilities. These instructions will include as a minimum procedures for the receipt and storage of material from transient personnel, information security physical security, operational security (OPSEC) and entry/circulation control.

5.2.3.11. Mobility requirements (10-series).

5.2.3.12. **(Added-AFRC)** COMSEC Inventory/Protection/Evacuation Procedures

5.2.3.13. **(Added-AFRC)** 24/7 Surge Operations (For non-24/7 CPs only)

5.3. Checklists. Checklist use is mandatory. Checklists outline actions to be taken in response to emergencies, abnormal or recurring circumstances, to implement LERTCON actions (e.g., EAMs), or to implement operational order (OPORD) or OPLAN requirements. They will be brief, concise, and lead controllers through an orderly and prioritized sequence from initiation to completion. CP managers must review checklists semiannually or immediately after a procedural change is made to the checklist. Semiannual reviews will be documented on AF Form 4436, maintained in all checklist (EAC, CBC, QRC) binders. Checklist containing classified information/formats will be marked and maintained IAW DOD 5200.1-R and AFI 31-401.

5.3.1. Checklist Markings. The use of "read a step, do a step, mark a step" checklist discipline is required. Controllers will not proceed from one step to the next without appropriately marking each step. However, all steps must be annotated appropriately before a checklist is considered complete. The following standard markings will be used:

5.3.1.1. A "√" (check) indicates an action was accomplished.

5.3.1.2. An "O" indicates an action was initiated but not completed. (Opening a step prior to reading/acting on the step is not required.)

5.3.1.3. An "N" indicates an action does not apply.

5.3.1.4. A "P" indicates an action was previously accomplished.

5.3.1.5. An "S" indicates an action was simulated.

5.3.2. EACs. EACs are developed and maintained IAW applicable EAPs for the receipt, validation, and dissemination of HHQ directives.

5.3.2.1. EACs must be immediately available to controllers for use.

5.3.2.2. Each CP will have a minimum of two identical EAC binders.

5.3.2.3. Real world and exercise EACs may be maintained in the same binder; however, they will be clearly identifiable as real world or exercise.

5.3.3. CBCs. CBCs address routine recurring subjects that are not time-sensitive in nature, including, but not limited to, shift checklists and changeover checklists. A minimum of one set of CBCs is required. CBCs will *not* be intermingled with QRCs. They may be placed in the same binder with the QRCs, but will be maintained in a separate section. CBCs will include:

5.3.3.1. Shift Changeover Checklists. Shift changeover checklists are developed and maintained to ensure oncoming CP controllers complete all required actions prior to assuming duty, including, as a minimum, the following items (as applicable):

5.3.3.1.1. Review and ensure all CIF items are initialed.

5.3.3.1.2. Events logs. Review current day and previous logs since controller's last shift.

5.3.3.1.3. AF Form 1109, *Visitor Register Log*. Review visitor register log to ensure visitor accountability, and account for all visitor badges.

5.3.3.1.4. Review incoming and outgoing messages.

5.3.3.1.5. COMSEC material inventory. Physically identify, inventory, and document equipment and systems as required.

5.3.3.2. Controller Shift Checklists. Shift checklists are developed and maintained to ensure controllers complete all required actions throughout their shift, including, as a minimum, the following items:

5.3.3.2.1. Secure voice equipment tests. Accomplish communication checks with another unit after each change of keying material or at least weekly for each secure voice telephone system (e.g., NATO Secure Voice, Secure Fax, voice over IP [VOSIP], DSRN, and Secure Terminal Equipment [STE]) installed in the CP console area. Log results in the CP daily events log. Report any discrepancies to the appropriate agency and document work order/trouble ticket information on communications outage log.

5.3.3.2.2. INWS tests. Log test completion, results and any deficiencies in the CP daily events log. Report any deficiencies to the appropriate agency and document work order/trouble ticket information on communications outage log.

5.3.3.2.3. Daily security checks. Controllers will conduct daily security checks IAW AFI 33-201 V2, COMSEC User Requirements, and log the results in the CP daily events log. Additionally controllers will annotate actions on the Activity Security Checklist, SF 701 and report any discrepancies to the security manager.

5.3.3.2.4. Emergency lighting test. Conduct weekly functional checks of emergency lighting systems and flashlights. Controllers will log results in the CP daily events log. Report any discrepancies to the appropriate agency.

5.3.3.2.5. Time standardization. CP clocks will be hacked at least once daily with the U.S. Naval Observatory Master Clock (DSN 312-762-1401/Commercial 202-762-1401) to within one second. Log time hack results in the CP daily events log.

5.3.3.2.6. Required reports. List all recurring/routine reports.

5.3.3.2.7. Housekeeping tasks. List tasks to be accomplished by duty controllers.

5.3.3.2.8. CP duress alarm test. Test each CP duress alarm activation point weekly. Controllers will log results in the CP daily events log. Report any discrepancies to the appropriate agency.

5.3.3.3. End of month COMSEC checklist. The end of month COMSEC checklist is developed and maintained to ensure all required COMSEC actions are completed each month.

5.3.4. QRCs. QRCs will be structured to save life, protect resources, and rapidly disseminate time sensitive information. QRCs will be brief, concise, and lead controllers through an orderly and prioritized sequence of actions. QRC automated notifications and conferences are authorized and encouraged (e.g., telephone alerting systems, network-centric emergency notification systems, INWS).

5.3.4.1. QRCs must be organized and tabbed to allow controllers to instantaneously select appropriate QRC. A minimum of three complete, identical sets of QRCs will be maintained: One at each controller position and one for the ACP. An electronic copy of the QRCs will be maintained external to the CP, in the event of a catastrophic event that prevents proper evacuation of the primary facility. MAJCOMs may authorize the use of electronic QRCs; however, paper copies must be maintained in the event of a complete power failure/inability to access electronic media.

5.3.4.2. The QRC binder will be conspicuously labeled to identify the contents as QRCs. QRC binders will be divided into six standardized sections, to expedite training and accessibility. MAJCOMs/Units are authorized to add additional series as needed. Deletion of any of the series is not authorized, regardless of mission. The QRC binders will include the following, as the minimum:

5.3.4.2.1. 100 Series – Emergency Management

5.3.4.2.2. 200 Series - Aircraft/Missiles/Satellites

5.3.4.2.3. 300 Series - Recalls

5.3.4.2.4. 400 Series - Security

5.3.4.2.5. 500 Series - Weather

5.3.4.2.6. 600 Series - Nuclear Related

5.3.4.2.7. 700 Series - Miscellaneous

5.3.4.3. QRC construction. Use the following guidelines when constructing QRCs:

5.3.4.3.1. Prioritize all checklist steps. Agencies and individuals listed to be contacted should be prioritized based on the initial data collected.

5.3.4.3.2. Only emergency response notifications (e.g., ambulance, fire department, security forces) will be made prior to considering/initiating required AF OPREP-3 actions.

5.3.4.3.3. Telephone notifications will be limited to essential agencies/personnel only. The maximum number of initial notifications per checklist will not exceed ten per controller. Pre-built conference calls will count as one notification. Include appropriate primary and alternate agency contacts, during duty and non-duty hours, when practical.

5.3.4.3.4. QRCs will include a step indicating CP daily events log entries are required, this step usually occurs at the second to the last step of QRCs.

- 5.3.4.3.5. QRC steps will refer controllers to Reports Guidebook and/or AFI 10-206, when applicable.
- 5.3.4.3.6. Incorporate steps addressing AFRCC/RCC notification into applicable QRCs.
- 5.3.4.3.7. Checklist design will include the following considerations:
- 5.3.4.3.7.1. Warnings. Critical information found in checklists that, if not followed, could result in mission failure, serious injury, or death.
 - 5.3.4.3.7.2. Cautions. Serious information that, if not followed, could result in mission degradation or equipment damage.
 - 5.3.4.3.7.3. Notes. Important checklist information that helps explain procedures or provide additional information.
 - 5.3.4.3.7.4. Lead-ins. Statements found in checklists that direct which steps should be accomplished in a particular situation; they can also direct the use of a different checklist. Lead-ins are usually presented in an “if, then” format and are always underlined.
 - 5.3.4.3.7.5. QRC validation. List the specific reference(s) used to develop the checklist in the “reference” block at the bottom of the QRC; using “Local Procedures” or “N/A” for a reference is not an authorized option. List the date of checklist development or latest change in the “date” block.
- 5.3.5. QRC subjects listed in [Attachment 5](#) of this AFI are not all-inclusive. CP managers will develop and maintain QRCs based on their unit mission and/or probability of occurrence.
- 5.3.6. Nuclear Surety QRC Review. QRCs relating to Nuclear Surety will be reviewed by unit weapons safety personnel annually, IAW AFI 91-101. Safety review will be documented on a letter of record or other tracking sheet.
- 5.3.7. QRC Changes. CP managers must approve all new checklists, as well as significant revisions to existing ones. The Training Manager will ensure all controllers are trained in new procedures and significant changes to existing procedures prior to posting. Controllers will be advised of checklist changes by CIF. Changes to QRCs relating to Nuclear Surety must also be reviewed by unit weapons safety personnel prior to posting.
- 5.4. CP Daily Events Log.** The purpose of the CP daily events log is to serve as an official continuous record of events affecting the unit or functions of the CP. Because CPs must be able to reconstruct the events which occur on any given day, events logs will be completed for each 24-hour period.
- 5.4.1. All CPs will maintain a CP daily events log using the AF Form 4377, *Events Log*, or other media prescribed by the owning MAJCOM. CPs are authorized to use a computer generated (CG) AF Form 4377, as long as all fields are replicated and the bottom left of the form clearly states CG AF FORM 4377. CP daily events log will be opened at 0001Z and closed at 2359Z; continuous 24-hour logs, whether web-based or not, is authorized at MAJCOM discretion.

5.4.2. Classifying CP daily events logs. Unclassified CP daily events logs will be marked “For Official Use Only” (FOUO); classified logs will be marked according to content.

5.4.3. Entries to the CP daily events log will be made in chronological sequence using Zulu time.

5.4.4. Events logs for exercises will be maintained separate from real world CP daily events logs.

5.4.5. As a minimum, the CP daily events log will document the following:

5.4.5.1. All controllers on duty.

5.4.5.2. Shift checklist/changeover completion.

5.4.5.3. Significant events and notifications. Entries will include the checklist used and actions taken.

5.4.5.4. Receipt of EAMs (include, as a minimum, originator and date-time-group [DTG]).

5.4.5.5. Changes to unit posture/preparedness.

5.4.5.6. Any event that requires initiation of a QRC.

5.4.5.7. Results of communications and equipment checks and/or outages.

5.4.5.8. Other actions prescribed by this AFI, such as time hacks, emergency light tests, secure voice tests, etc.

5.4.6. CP managers will review the preceding day’s CP daily events log NLT the next duty day. The CP manager reviewing the log will annotate the review by placing their initials and date in the “reviewed by” block on the AF Form 4377. If MAJCOMs use a different media, it must include a location for CP managers to annotate review. Events logs are to be maintained as an official record IAW AFI 33-322, *Records Management Program*.

5.5. CIF Binder. The CIF binder is used to keep CP personnel informed of operational information such as HHQ policy/guidance, commander’s policy letters, leave and duty schedules, training requirements, events, etc. The CIF binder will be maintained in the immediate console area.

5.5.1. The CIF binder will contain three distinct sections, one for each type of CIF item. Types of CIF items include:

5.5.1.1. Temporary CIF Items. CIF items that are temporary in nature and support procedures that are expected to pass or be integrated permanently into checklists, OIs, MAJCOM instructions, or moved to Permanent CIF items. Temporary CIF items must be integrated, moved, or rescinded within 90 days of issue.

5.5.1.2. Permanent CIF Items. CIF items that support procedures that are permanent in nature and do not fit into checklists, OIs, or MAJCOM instructions. These items either originated as permanent items or have been moved from Temporary CIF Items. Permanent CIF items are maintained until no longer needed.

5.5.1.3. C2CIF Items. CIF items are produced by AF/A3O-AC and/or MAJCOM Policy and Procedures that support procedural changes impacting the AF/MAJCOM CPs. C2CIF items will be retained until rescinded or superseded by the issuing level.

5.5.2. AF/A3O-AC/MAJCOM C2CIF Program. The C2CIF program ensures important information on C2 operations is disseminated in a rapid and formalized manner. C2CIFs address a variety of issues such as test programs, interim policies and procedures, SORTS, operational reporting, etc. CP managers are responsible for setting up procedures to ensure this program is fully implemented at the local level.

5.5.2.1. Release Authority. AF/A3O-AC/MAJCOM C2 Policy and Procedures.

5.5.2.2. C2CIF Numbering. AF/A3O-AC/MAJCOM C2 Policies and Procedures office maintains a master list of C2CIF items released and controls their respective C2CIF program. AF/A3O-AC items are identified by the designator "AF", calendar year (CY), and sequence number. As an example, the first AF/A3O-AC originated C2CIF item for CY 2011 is coded AF 11-001, the second AF 11-002, and so on. MAJCOM C2CIFs are identified by the appropriate MAJCOM acronym, CY, and sequence number. As an example, the first Air Force Space Command (AFSPC) C2CIF item for CY 2011 is coded AFSPC 11-001, the second AFSPC 11-002, and so on.

5.5.2.3. C2CIF log. A listing of each active C2CIF issued will be identified on a C2CIF log. The C2CIF log will contain an assigned C2CIF number, subject/title, rescind date, and remarks.

5.5.3. Unit CIF Program. The CP managers, NCOIC CP Operations, and Training Manager are authorized to post Unit CIF items. Items posted by the NCOICs CP Operations or Training Manager must be coordinated with CP managers prior to being posted.

5.5.3.1. Unit CIF Numbering. CIF items are numbered by CY and sequence number. For example, 11-017 means the CIF item is the 17th item for the CY 2011.

5.5.3.2. Unit CIF Logs. A listing of each active CIF assigned to each CIF category will be developed. The log will contain an assigned CIF number, title, date and person making entry, date and person removing, and remarks.

5.5.3.3. CIF Disposition. CP managers will conduct a monthly review of the CIF binder; reviews will be documented on AF Form 4436, and maintained in the CIF binder. CP managers will ensure old material is removed and filed/destroyed as appropriate, and that controllers are initialing CIF items IAW 5.5.4.1. Items of continuing value will be incorporated into directives, OIs, or filed in the file plan.

5.5.4. Personnel Actions/Responsibilities:

5.5.4.1. On-coming controllers are required to read and initial all new items prior to assuming shift. All day staff personnel must read and initial all new items at least once a week, or prior to assuming shift, whichever occurs first.

5.5.4.1.1. (**Added-AFRC**) All controllers will initial acknowledgement of CIF items with wet ink. Typed initials are never acceptable.

5.5.4.2. Upon reading the CIF, controllers place their initials on the corresponding line on the CIF log. Initialing the CIF log is an official statement by the controller that the CIF has been read and understood.

5.5.4.3. Upon receipt of a C2CIF message, on-duty controllers will:

5.5.4.3.1. Log message receipt in the CP daily events log.

5.5.4.3.2. Take appropriate action as directed by the C2CIF message.

5.5.4.3.3. File the message sequentially in the appropriate section of the CIF binder.

5.6. Changeover Briefing. CPs will develop a briefing controllers will receive prior to assuming shift or “sitting in” including, as a minimum, the following items:

5.6.1. EAM/FPCON/LERTCON/INFOCON status. Address the current alert status, review of applicable EAMs, and the status of any open EACs.

5.6.2. Airfield Status. For units with an operational airfield, address the status of runways, taxiways, lighting, Navigational Aids (NAVAID), and aircraft communications.

5.6.3. Weather Conditions. Cover current and forecasted weather, to include weather watches, weather warnings, and other weather conditions that may impact unit mission accomplishment.

5.6.4. Local, off-station and transient aircraft. Cover the location and status of unit aircraft that are on station, off station and any transient aircraft currently on station, or projected to arrive.

5.6.5. Key Personnel. Address the location of designated key personnel and distinguished visitors.

5.6.6. Open QRCs. All incomplete QRCs requiring further action.

5.6.7. Upcoming events (e.g., expected visitors, CP or unit exercises, planned commander off-station).

5.6.8. Duress codes, to include primary, alternate, and exercise.

5.6.9. Status of required reports.

5.6.10. Safe and entry combination. Verify correct combination with off-going controller and verify combination change dates.

5.6.11. Equipment status. Review current operational condition of equipment, call signs and frequencies, and any in-progress or scheduled maintenance.

5.6.12. Two Person Control/Two Person Integrity (TPC/TPI) material. Address the next safe inventory date and required combination change date as required.

5.6.13. COMSEC. List any events concerning COMSEC material/account, i.e., supersessions, compromises.

5.7. CP Displays. CP displays provide controllers, CAT, and EOC all information necessary to lead, direct, execute, and report the status of all assigned mission resources. Computer generated displays are preferred; however, CPs must maintain the capability to manually update and display data in case of system failure. If computer generated, the files must be secured limiting

access only to those who require it. **NOTE:** TBMCS, GDSS, or unit-developed systems (or combination of both) may be used to satisfy the requirement. Computer generated displays will be maintained IAW para 4.1.8 of this instruction.

5.7.1. Ensure displays are functional in design and are large enough for all personnel who need access to see. System inputs/updates must be reflected on all systems simultaneously and input at the direction of a competent authority (e.g., CAT coordinator/admin, CP controller, EOC director).

5.7.2. Recommended displays include, but are not limited to:

5.7.2.1. Mission monitoring

5.7.2.2. LERTCON, FPCON, and INFOCON/CYBERCON status

5.7.2.3. Distinguished visitor

5.7.2.4. Key personnel locator

5.7.2.5. Airfield diagram/shelters

5.7.2.6. Airfield status

5.7.2.7. Airfield/base camera system (if installed in CP)

5.7.2.8. Alert status

5.7.2.9. Base/airfield grid map

Chapter 6

MISSION MANAGEMENT/MONITORING

6.1. Mission Movement. Execution of the mission is accomplished by controllers performing pre-flight, in-flight, and post-flight coordination, direction, and reporting necessary to ensure successful mission accomplishment for all tasked missions.

6.1.1. Mission management is the function of organizing, planning, directing, and controlling Combat Air Forces (CAF), Mobility Air Forces (MAF), Special Operations Forces (SOF), and training missions operating worldwide. Mission management includes mission execution authority, i.e., the authority to direct where and when a mission goes and what it does once it arrives. This function is typically performed at the AOC level. An example of mission management functions are those performed by the 618 AOC Tanker Airlift Control Center (TACC) and 623 AOC (SOF).

6.1.1.1. Overall C2 mission management of MAF is provided by the NAF AOC that tasked the mission (e.g., 618 AOC (TACC) will mission manage 18 AF-task missions and the 613 AOC will mission manage 13 AF-task missions).

6.1.2. Mission monitoring is the function of organizing, planning, directing (limited), and controlling missions operating from or through a location. Mission monitoring does not include mission execution.

6.1.2.1. The CP will mission monitor all locally executed and transient missions IAW applicable directives.

6.1.2.1.1. **(Added-AFRC)** C2 Flight Program. Controllers; the C2 Flight Program provides controllers a better appreciation of what aircrews experience while out in the system. Controllers can be scheduled to fly on one operational/training mission to enhance their understanding of aircrew management. Controllers are not authorized more than one flight per assigned weapons system. This is not a requirement for certification and can be performed before or after the controller is certified. The AMC program is administered IAW AMCI 11-208, Tanker/Airlift Operations.

6.1.2.1.2. **(Added-AFRC)** Controllers will be exposed to the full spectrum of aircrew duties, from alert to crew rest, and all aspects of the mission. This includes being billeted, alerted, and transported with the aircrew. The flying aircrew's Operations Group Commander is the approval authority for Mission Essential Personnel (MEP) status before controllers join the crew. Controllers will not depart from the aircrew itinerary unless unusual circumstances arise and the aircraft commander concurs with the change.

6.1.2.1.3. **(Added-AFRC)** MEP status will be strictly controlled. Do not use MEP status as a substitute for point-to-point travel requirements (see DOD 4515.13R, Air Transportation Eligibility, for Space-A duty passenger requirements). Units with unique requirements, conditions, or seeking clarification of MEP policy or procedures should forward MEP requirements (memorandum or message format) to HQ AFRC/A3OM, DSN 497-1168.

6.1.3. General responsibilities for mission execution. C2 agencies such as the CP, MOC, ATOC, AM Ops, etc., are responsible for managing activities surrounding the execution of the mission and reporting the status of those activities. CPs will generate and utilize a mission Sequence of Events (SOE) tracking mechanism as directed by their MAJCOM. Some of these activities include, but are not limited to, monitoring the current maintenance status and parking spot of aircraft committed for, or operating missions, and alert/alert backup aircraft. Controllers track loading spots and aircraft towing intentions, and, as required, accidents/incidents involving aircraft and associated equipment. They also monitor the actual times passenger, cargo, and fleet service operations are completed; revisions to payload figures; locations of preferred remote parking spots; information concerning any hazardous cargo (including that required by AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, Department of Transportation [DOT] class and division, gross weight, and net explosive weight [NEW]); air transportation data pertaining to the required and actual movement of Mission Impaired Capability Awaiting Parts (MICAP) and Very, Very Important Parts (VVIP) items; and information concerning sensitive cargo and/or passengers (e.g., third country nationals) which may restrict reroutes or diversions or require action to comply with the DoD Foreign Clearance Guide; and DV movement information. Other responsibilities and functions are based upon specific unit missions.

6.1.3.1. (**Added-AFRC**) Orientation Visits. Controllers should be scheduled for orientation visits with base lateral agencies, prior to certification in monitoring flying operations (e.g., alert facility, flying squadron, maintenance, wing scheduling, base operations, security forces, etc.) During these visits, emphasis should be placed on the relationship of these agencies to the CP and their role in wing mission.

6.1.4. Overall C2 of USAF SOF missions is provided by the 623 AOC, Hurlburt Field, FL.

6.1.5. CP controllers must maintain complete situational awareness concerning status and location of unit and transient aircraft. Controller situation awareness is instrumental to the prevention of and rapid response to instances of aircraft piracy (i.e., hijacking).

6.1.5.1. IAW AFI 13-207, *Preventing and Resisting Aircraft Piracy (HIJACKING)*, commanders are required to immediately notify the NMCC, through CP channels, of any suspected or confirmed act of aircraft piracy. A step early in the Aircraft Piracy/Aircraft Hijacking QRC must address this requirement.

6.1.5.2. Controllers must review/understand the Crisis Management Guideline per AFI 13-207 (Attch 3).

6.2. Aircrew/Mission Support. The aircrew and CP interface is accomplished to provide an exchange of required mission information.

6.2.1. CPs will provide information to support aircrew needs as necessary, such as:

6.2.1.1. Aircraft tail number and call sign.

6.2.1.2. Aircraft maintenance status.

6.2.1.3. Aircraft parking spot.

6.2.1.4. Departure time, route, and mission number.

6.2.1.5. Fuel load.

6.2.1.6. Cargo/passenger load.

6.2.1.7. Advanced Computer Flight Plan (ACFP) (when needed).

6.2.1.8. Unique mission requirements.

6.2.1.9. VIP information.

6.2.1.10. Deadhead crew, additional crewmember (ACM), etc., information.

6.2.1.11. Itinerary to next crew rest point.

6.2.1.12. Diplomatic clearance information.

6.2.1.13. 24-hour access to an aircrew intelligence read file.

6.2.1.14. Air refueling (A/R) information (e.g., receiver/tanker, mission status, A/R track weather, unique A/R radio frequencies).

6.2.1.15. GDSS Airfield Database (AFD) printout (when needed).

6.2.1.16. Latest copy of North Atlantic Track (NAT) message (if applicable).

6.2.2. Coordinate with the Flight Manager, when local events will impact a flight managed mission. Conversely, the Flight Manager will coordinate changes to flight managed missions with the CP.

6.2.3. Although not mandatory for all aircrews, CP controllers must be able to direct aircrews to information regarding local departure briefings upon request. The CP may also be designated by the local commander as a location where aircrews on flight-managed missions will receive their aircrew departure papers, containing much of the information in the list above. Controllers can also provide a telephone patch to the most appropriate agencies to support aircrews as required.

6.2.4. Aircraft commanders will ensure they receive applicable information for each mission. When requested by the aircraft commander, the CP will provide or arrange for additional information or briefings related to such matters as, but not limited to:

6.2.4.1. Hazardous cargo

6.2.4.2. Electronic warfare activities

6.2.4.3. Intelligence/terrorist threat

6.2.4.4. Diplomatic clearance

6.2.5. For all en route arrivals, the aircraft commander and ACMs will contact the appropriate CP and provide or receive the following information, as applicable:

6.2.5.1. Stage posture

6.2.5.2. Legal for alert time/alert window

6.2.5.3. Crew/ACM orders

6.2.5.4. Base information handout

6.2.6. CPs contacted by any aircraft in need of assistance will take action to guarantee safety of flight and coordinate assistance requested.

6.3. Originating Mission Setups.

6.3.1. Not less than 6 hours prior to mission departure, CP will ensure the following agencies have entered their information into GDSS, TBMCS, or other MAJCOM approved system for each mission departing their station:

6.3.1.1. Current operations: Mission identifier and schedule.

6.3.1.2. Applicable flying squadron: AC name and last four digits of social security number, squadron, wing, scheduled return time (SRT), call sign, and the breakdown of the aircrew (numbers of officers male and female and enlisted male and female).

6.3.1.3. Maintenance group: Aircraft tail number, aircraft due home date (DHD), and parking.

6.4. Special Category Missions. Occasionally, CP controllers manage missions that are operated with requirements and procedures different from standard missions. These special category missions may place additional demands on the C2 system above those required for normal operations.

6.4.1. CLOSE WATCH. CLOSE WATCH procedures expedite the flow of essential mission information up channel to the agency imposing the procedure and ensure designated missions receive special attention. CPs will adhere to the following procedures for CLOSE WATCH missions:

6.4.1.1. Mission movement forms, including computer equipment screen faces (e.g., TBMCS, GDSS) used by the CP, will be prominently annotated with the words "CLOSE WATCH" or the letters "CW" to facilitate the rapid identification of CLOSE WATCH missions.

6.4.1.2. The CP monitoring a Special Assignment Airlift Mission (SAAM) CLOSE WATCH mission will ensure the onload and offload contacts (airlift) or receivers (air refueling) are promptly notified of delays that affect on time operation of the mission and will advise them of the revised scheduling.

6.4.1.3. PHOENIX BANNER/SILVER/COPPER Missions. (Refer to AFI 11-289, *Phoenix Banner, Silver, and Copper Operations*) PHOENIX BANNER resources consist of designated aircraft and certified aircrews that support the President of the United States (POTUS). PHOENIX SILVER missions support the Vice President. PHOENIX COPPER missions support the Secret Service. These missions have an established priority of 1A1 and will be tasked and mission managed as "CLOSE WATCH" missions by 618 AOC (TACC). PHOENIX BANNER missions are the highest JCS priority missions flown by HQ AMC.

6.4.2. CLOSE HOLD Missions. AMC operates certain missions that are highly sensitive. These missions place an unusual burden on the C2 system, since any facet of the mission may require special handling procedures and limited access. The sensitive information may include the itinerary, the material being transported, or the unit being supported. By identifying a mission as "CLOSE HOLD", HQ AMC limits the access to particular mission information and requires modification of certain C2 procedures. Real time mission movement reporting WILL NOT be accomplished on CLOSE HOLD missions. Specific

modifications to normal C2 procedures, when required, are identified in the tasking order (mission operating directive, OPORD, etc.).

6.4.3. PHOENIX PUSH. PHOENIX PUSH is a code name used to designate a mission with high-level interest from senior AF and DoD leadership, Congress, or the national/international media. PHOENIX PUSH may be designated for an entire mission or a particular segment of a mission; the designation may also be added after a mission has departed home station. While PHOENIX PUSH missions are CLOSE WATCH/CLOSE HOLD missions, they must receive special attention in addition to normal CLOSE WATCH/CLOSE HOLD procedures.

6.4.3.1. Once a mission has been designated as PHOENIX PUSH, the GDSS CLOSE WATCH/CLOSE HOLD fields will be annotated, and a remark will be added indicating PHOENIX PUSH status.

6.4.3.2. The PHOENIX PUSH designator mandates expeditious handling of the mission at all levels of operations.

6.4.3.3. CP controllers will keep the 618 AOC (TACC) informed of any unusual actions relating to a PHOENIX PUSH mission. This must be done immediately, via the most expeditious communications means available, normally telephone. Due to the sensitive nature of PHOENIX PUSH missions, an advisory message will not suffice.

6.4.4. Silent Running. Silent Running operations are designed to permit aircraft movement while minimizing the transmission of in-flight data and air/ground communications. They will operate within the C2 system and will be designated CLOSE HOLD missions. These missions will be preplanned to operate along a specified track or within a planned corridor to minimize conflict with other military missions or civilian air traffic. These procedures may be used in the event normal International Civil Aviation Organization (ICAO) procedures become unworkable or undesirable. CPs will not transmit to the aircraft unless:

6.4.4.1. The aircraft commander requests information.

6.4.4.2. Emergency situations dictate.

6.4.4.3. Radio transmissions made at pre-determined times and with pre-determined information required by the mission-operating directive.

6.4.5. Special Operations. While most special operations missions can be executed with either normal or CLOSE HOLD procedures, some missions operate outside the scope of the normal C2 system. In such cases, CPs will not be provided mission operating directives, OPORD, etc. No services will be required or expected from the CP. Special care must be exercised to preclude compromising such missions by queries as to the mission/status of the aircraft. Such queries will not be made without the specific approval of the commander. Special operations aircraft commanders or trusted agents will advise CPs of services required.

6.4.6. Nuclear Airlift Operations. Nuclear airlift missions are all designated as CLOSE WATCH. The exact status of each mission is continuously monitored by the appropriate CP and the 618 AOC (TACC). Classification of nuclear mission information is governed by the USAF Special Weapons Overflight Guide (SWOG), AF Nuclear Weapons Security

Classification Guide for Nuclear Weapons, mission directives, and nuclear transportation technical orders.

6.4.6.1. Do not use terms that reveal nuclear cargo is on board a specific aircraft, mission, or at a specific location. The following guidelines will be used for nuclear airlift missions:

6.4.6.1.1. Do not try to talk around classified information on the radio, telephone, or message by substituting terms.

6.4.6.1.2. When discussing a particular mission, use only the mission number or aircraft tail number. References to the mission number and itinerary are unclassified in themselves; however, including type of security required, mission priority, cargo data, or special regulations that reveal nuclear cargo is involved may be classified.

6.4.6.2. The 618 AOC (TACC) exercises operational control (OPCON) over all AMC nuclear airlift missions.

6.5. Mission Movement Reporting. Real-time mission movement reporting is essential for effective and responsive global C2.

6.6. Radio Discipline. Radio discipline is essential to mission effectiveness. CPs will ensure only information essential to mission execution and not available by other means will be transmitted to, or requested from, airborne aircraft. Every effort will be made to exchange required information with an aircrew prior to departure or after arrival, and by means other than radio when possible. CPs will use voice call signs from Voice Call Sign Listing (VCSL) to the maximum extent to identify military aircraft, organizations, activities, and geographical locations when establishing and maintaining voice communications.

6.7. Hazardous Weather/Runway Conditions. The C2 system must ensure local hazardous weather and runway condition information is disseminated to appropriate agencies, and confirmation is received from those agencies when actions have been taken to prevent damage to AF assets.

6.7.1. CPs will ensure meteorological watch (METWATCH) advisories, weather warnings, and runway surface condition data are received from weather units and AM Ops and disseminated to local agencies and departing/arriving aircraft.

6.7.2. The requirements outlined above are in no way intended to constrain commanders from exercising their inherent responsibilities for safety of assigned aircraft, both in-flight, and on the ground. Commanders will establish procedures that provide "feedback" through the C2 system to indicate METWATCH advisories, weather warnings, and runway surface conditions have been disseminated.

6.8. Aircraft Flying DV Personnel. All C2 facilities will notify the AFSWC via Jabber AF.Watch room of any USAF aircraft carrying the DVs listed below that deviate from their scheduled itinerary by more than 14 minutes. Report all deviations unless caused by the DV (e.g., late arrival).

6.8.1. POTUS/VPOTUS

6.8.2. SECDEF

6.8.3. CJCS/VJCJS

6.8.4. SECAF

6.8.5. SECSTATE

6.8.6. All Service Chiefs

6.8.7. All Combatant Commanders

Chapter 7

TRAINING, TESTING, AND CERTIFICATION

7.1. Training Program Requirements.

7.1.1. CP training falls into three categories: Initial, recurring, and recertification (previously referred to as refresher training.) Units will develop and implement a training program for all three categories, using the AF standardized MTP core documents (MTL/AF JQS, ATP, and POI) posted on the SIPRNet AFKN website under the “AF Command Post” CoP. Instructional System Development (ISD) is the official AF process for training personnel and developing instruction materials. To ensure learning activities are based on the desired learning outcome, AFMAN 36-2234, *Instructional System Development*, will be used. Other training systems meeting or exceeding the ISD standard may be used in conjunction with the ISD, provided the desired learning outcome is achieved. MAJCOMs may prescribe ISD training for unit CP Training Managers at their discretion.

7.1.1.1. **(Added-AFRC)** Newly assigned personnel to the 1C3X1 career field must attend technical school within one year of assignment (E3ABR1C331 00CB, Command Post Apprentice Course).

7.1.1.2. **(Added-AFRC)** If seeking a waiver to a technical school course, submit full waiver justification according to AFI 36-2201.

7.1.2. The goal of using ISD or a comparable system is to increase the effectiveness and cost-efficiency of education and training by fitting CP training and instructions to the job. With ISD, CP training products are constantly evaluated for improvement and quality. Other systems must provide an evaluation capability comparable to ISD.

7.1.3. Prior to performing unsupervised duties, CP personnel will be trained and certified IAW this AFI and MAJCOM supplements. Certification equates to qualification. Consequently, all CP personnel must be trained, certified, and maintain certification to support worldwide deployment requirements.

7.1.4. Training Manager qualifications are established in Chapter 3 of this AFI.

7.1.5. All training will be administered by a certified CP controller. Task trainers must have completed the AF Training Course and be recommended by their supervisor, with documentation in the individual's AF Form 623A. Training Managers must ensure a copy of each task trainer's AF Training Course certificate/MILPDS printout is in the individual's AF Form 623, Tab six.

7.1.6. The CP Chief/Superintendent will review the progress of trainees in initial certification or recertification training to ensure training remains effective. The review will include a detailed description of observations and progress, and will be documented at least monthly on the trainee's AF Form 623A.

7.1.7. **(Added-AFRC)** Augmentee Training. The Superintendent ensures training of CP augmentees is accomplished in accordance with this instruction

7.1.7.1. **(Added-AFRC)** The CP Chief and/or Superintendent will interview each augmentee before selection for CP duty.

7.1.7.2. **(Added-AFRC)** Augmentees receive initial training tailored for certification in AFRC procedures and daily CP operations. Training and certification includes C2OP's and procedures for receipt of EAMs.

7.1.7.3. **(Added-AFRC)** Include augmentees in quarterly recurring training.

7.1.7.4. **(Added-AFRC)** Document augmentee training and certification in the same manner as for 1C3X1 controllers.

7.1.8. **(Added-AFRC)** All training documents that require signature or initials will be signed or initialed in wet ink or CAC enabled digital signature. Unsecured typed signatures or initials are not acceptable forms of acknowledgement.

7.2. AF 1C3 MTP. The MTP, along with this AFI, contains specific instructions for documenting and administering the controller training program.

7.2.1. The AF 1C3 MTP consists of:

7.2.1.1. MTL/AF JQS

7.2.1.2. ATP

7.2.1.3. POIs

7.2.1.4. Performance standards

7.2.1.5. Examples of completed AF controller training forms, evaluation scenario scripts, and self-study letters.

7.2.2. MAJCOM MTP. MAJCOMs will establish MAJCOM MTP specific requirements.

7.2.2. **(AFRC)** The AFRC MTP is posted on the AFRC SIPR Sharepoint Page as well as the AFRC folder on the AF SIPR C2 CoP.

7.3. Unit Training Plan (UTP). The UTP is the AF 1C3 MTP and MAJCOM/FOA/DRU MTP combined/tailored to meet unit needs. All units will create a UTP tailored to their CP mission. CP managers will ensure the UTP is used to train personnel during initial, recurring, and recertification training.

7.3.1. Units will not deviate from the direction listed below when creating their UTP without approval from the AFCFM.

7.3.2. Tailoring the MTP will be completed by adding unit unique tasks/subtasks to the MTL, modifying the ATP to include these new tasks/subtasks, creating a POI for each added item, and then updating the performance standards portion of the document.

7.3.3. **(Added-AFRC)** Units will maintain the UTP, including the AF/MAJCOM MTP and all supporting material, for the previous 12 months.

7.4. MTL/AF JQS.

7.4.1. The MTL/AF JQS consists of the following phases:

7.4.1.1. Console Operations (Phase 1)

7.4.1.2. EA (Phase 2)

7.4.1.3. Manage Reports Program (Phase 3). Phase 3 is position specific (i.e., AF OPREP-3, SORTS, or both). Phase 3 will be trained by an individual already qualified in Phase 3 and completed prior to being appointed to the position.

7.4.1.4. Manage Training Program (Phase 4). Phase 4 is position specific. Phase 4 will be trained by an individual already qualified in Phase 4 and completed prior to being appointed to the position.

7.4.1.5. AEF just-in-time training (Phase 5). Phase 5 will be accomplished immediately after notification of AEF tasking. **Exception:** Phase 5 does not need to be accomplished if the member attends Theater Mobility Command and Control (TMC2) course.

7.4.1.6. Once Phase 3, 4, and/or 5 have been completed, place the date of completion (each phase) on the individual's JQS and AF Form 623A.

7.4.2. Adding. MAJCOM or unit unique tasks will be added to the respective MAJCOM or unit AF Form 797, *Job Qualification Standard Continuation/Command JQS*. Supplementing an AF/MAJCOM task with a unit task on a separate AF Form 797 is authorized (i.e., AF 7.1.2, U 7.1.2). MAJCOM/Unit unique subtasks will be added to each respective task (block 1, block 2, etc.), as appropriate.

7.4.3. Deleting. MAJCOMs/Units are not authorized to delete, waive, or reword tasks from the MTL/AF JQS. 100% of all of Phase 1 and 2 tasks must be trained prior to certification.

7.4.4. Modifying. MAJCOMs maintain authority to modify subtask performance standards (e.g. change to knowledge level). CP managers may submit requests to modify subtask performance standards to their MFM for approval. The request must be in writing and include the justification for modification.

7.4.5. All certified controllers will have an AF Form 623 and an AF Form 623A regardless of rank and position. Training managers will maintain the individual's MTL/AF JQS in the AF Form 623 until the MTL/AF JQS is no longer needed (e.g., separates, retires). PCSing individuals will carry their AF Form 623s to their next duty station so the gaining Training Manager can evaluate the individual's knowledge level. An individual's MTL/AF JQS will be maintained in the AF Form 623, unless classified, in which case it will be stored according to its highest classification in a secure area and will not be carried to the next assignment.

7.5. ATP.

7.5.1. Adding. Tasks and subtasks requiring recurring training will be added to the ATP within the same block and task that it was added to in the MTL/AF JQS (i.e., AF 7.1.2, U 7.1.2, AF 7.1.3). CPs will determine the frequency of recurring training for each added task/subtask. CPs will identify the subtask by type: Knowledge, Performance, or Both. Frequency of required recurring training will be annotated by placing an "X" in the respective "month" column of the ATP.

7.5.1.1. Knowledge. The use of mental processes that enable a person to recall facts, identify concepts, apply rules or principles, solve problems, and think creatively. Knowledge is obtained through self-study, training meetings, and testing.

7.5.1.2. Performance. Part of a criterion objective that describes observable controller behavior (or the product of that behavior) that is acceptable to the evaluator as proof that learning has occurred.

7.5.1.3. Both. Ability to recall facts, identify concepts, apply rules or principles, and demonstrate observable behavior which pertains to the task.

7.5.2. Deleting. MAJCOMs/CPs are not authorized to delete or reword tasks from the AF ATP.

7.5.3. Modifying. MAJCOMs maintain authority to modify subtask performance standards (e.g. change to knowledge level). CP managers may submit requests to modify subtask performance standards to their MFM for approval. The request must be in writing and include the justification for modification.

7.6. POIs.

7.6.1. Adding. MAJCOMs/CPs will develop a POI for each task/subtask added to the MTL/AF JQS. POIs will be added to the respective task/subtasks and will include:

7.6.1.1. References to specific instructions, manuals, pamphlets, OIs, and QRCs for each added task/subtask. Under no circumstance will “local procedures” be used as a reference at the unit level.

7.6.1.2. Training Managers will establish a training/evaluation standard to ensure trainee/controller proficiency on the added task/subtask.

7.6.1.3. Learning steps will be added to the task/subtask to ensure trainee receives all pertinent information required to accomplish the task/subtask.

7.6.2. Deleting. MAJCOMs/CPs are not authorized to delete or reword task/subtasks from the POIs.

7.6.3. Modifying. Units are authorized to expand upon existing POIs by adding learning steps or updating references.

7.7. Performance Standards.

7.7.1. Adding. MAJCOMs/CPs will create a performance standard for each added task/subtask identified as a “Performance” or “Both” and identify with an “E” on the ATP in the month of March or September (or both) when the task/subtask will be evaluated.

7.7.2. Deleting/Modifying. Deleting and modifying performance standards will follow the same guidelines as MTL/AF JQS, ATP, and POI.

7.8. Certification Requirements. All officers, enlisted, and civilians assigned to the CP and performing console duties must meet training, certification, and evaluation requirements as outlined in this chapter.

7.8.1. Controller certification signifies the controller has completed initial certification or recertification training and is certified in UTP Phases 1 and 2. The certification type “Controller” may be preceded by the group, wing, MAJCOM, or combined designation and level (e.g., 33 ABG Controller, 54th Wing Controller, CP Controller, AMCC Controller) but regardless of how it is annotated, the certification type “Controller” indicates the controller is trained and certified on all parts of UTP Phases 1 and 2.

7.8.2. All certification actions will be documented on AF Form 4374, *Command Post/Center Controller Certification Record*.

7.9. Certification Timelines.

7.9.1. All controllers will enter initial certification or recertification training within 15 calendar days of reporting for duty to the CP. Training Manager will conduct an evaluation with the trainee within 5 duty days of entering initial certification training to determine the tasks to be trained. Document this evaluation on AF Form 623A.

7.9.2. For Airmen participating in the First Term Airman Center (FTAC) program, the date entered training is the first duty day after FTAC completion. If a class date is not available within 15 days of date arrived station, initial certification training will begin and an annotation in the AF Form 623A will be made detailing the break in training. CP Controllers will not participate in any base detail that extends the FTAC program beyond the standard AF 2-week period.

7.9.3. Active duty, full-time ARC, or Traditional Reservist (TR) Command Post controllers on 90 consecutive Military Personnel Account (MPA) days will complete initial certification or recertification certification training within 90 calendar days from the date entered training (120 days for controllers with a NC2 mission). If training goes beyond 90/120 days, the MFM must be notified immediately. Actions in this situation will include (as a minimum):

7.9.3.1. Approval from the MFM to continue training with an estimated training completion date.

7.9.3.2. Recommendation for removal from the 1C3X1 AFSC based on training history.

7.9.3.3. Recommendation for administrative separation based on the member's failure to progress.

7.9.3.4. **(Added-AFRC)** Notify HQ AFRC A3OM via e-mail at afrc.a3om@us.af.mil of delays in certification.

7.9.4. Active duty and full-time ARC CP managers will complete initial/recertification certification training within 120 calendar days of assuming the position (180 days for CP managers with a NC2 mission); if training goes beyond 120/180 days the MFM must be notified immediately. Actions in this situation will include (as a minimum):

7.9.4.1. Approval from the MFM to continue training with an estimated training completion date.

7.9.4.2. Recommendation for removal from the 1C3X1 AFSC based on training history.

7.9.4.3. Recommendation for administrative separation based on the member's failure to progress.

7.9.5. Traditional ARC CP controllers will be certified within one year of reporting for duty. Certification will be accomplished IAW this AFI and applicable MAJCOM supplements. Traditional ARC controllers in 8010 units will be certified within 18 months or 120 duty days, whichever comes first.

7.9.6. Personnel at OPLAN 8010 units awaiting a TS clearance will begin training in areas not requiring a TS clearance; however, these personnel will not be certified until an interim or final TS clearance is attained and they have completed the TS portions of training.

7.9.7. Personnel previously certified at their assigned unit, but decertified for any reason (TDY, convalescent leave, failures, etc.), will be recertified within 30 calendar days (45 calendar days for OPLAN 8010/NSNF committed units) of returning to duty.

7.10. Initial Certification Training.

7.10.1. CP controllers without CP console experience within the past 2 years will receive initial certification training. Initial certification training will encompass all areas in Phase 1 and Phase 2 of the AF/MAJCOM MTP and UTP.

7.10.2. Initial certification training provides controllers with the knowledge and skills necessary to perform duties effectively at home station or in a deployed environment. During initial certification training, personnel will accomplish all training requirements identified in the UTP for the certification area being trained.

7.10.3. Block Test. During initial certification training, the trainee upon completing each block of the UTP in Phase 1 and 2, will be administered an open book written examination containing a minimum of 10 questions and/or a performance evaluation encompassing “knowledge”, “performance”, and “both” tasks/subtask. Units with only one block of training for Phase 2 are not required to administer a block test (Phase and certification test will sufficiently cover material and avoid redundancy in this situation). Block exam scores and evaluation ratings will be documented on the individual’s AF Form 623A.

7.10.4. Phase Tests. After completing each phase (1 and 2) the trainee will be administered a multiple-choice written examination. Each phase will have a separate exam, will be open book, and will consist of a minimum of 30 questions. The minimum passing score for all phase written examinations is 90% (critiqued to 100%). Phase exam scores and evaluation rating will be documented on the individual’s AF Form 623A and AF Form 4374. Phase exams must be completed prior to being administered a multiple-choice written exam for certification.

7.10.5. Certification Test. Certification test will be accomplished IAW 7.13.3.1.

7.10.6. UGT. Controllers entered into initial certification training are also required to be entered into UGT using the 1C3 CFETP, IAW AFI 36-2201. Training Managers/Supervisors will open Specialty Training Standard (STS) task when the controller begins training on that applicable STS task. STS tasks will not be signed off as complete until the controller has demonstrated that they have achieved the required knowledge level of the STS task. STS task do not need to be signed off in order for a controller to be certified.

7.10.7. **(Added-AFRC)** For controllers in UGT, annotate entries into controllers 623a every 30 days, or more frequently as required

7.11. Recertification Training. Recertification training is a condensed version of initial certification training. It is designed to teach controllers, with prior CP experience (within the past 2 years), local procedures and command unique mission requirements. It is also used to recertify controllers who have not performed CP duties for a period of 60 or more calendar days in their respective command. Controllers will be entered into recertification training for the following reasons: PCS, TDY, and decertification for cause.

7.11.1. PCS. Controllers PCSing into a unit with recent CP experience (within the last 2 years) will be entered into recertification training. Trainees will receive initial certification

training on command/unit specific tasks not previously trained as well as recertification training on tasks that have been trained previously but require unit mission/system familiarity. The time the controller spends in recertification training will be determined by the Training Manager, after an interview to determine their individual needs (not to exceed time criteria in para 7.9. of this AFI). AF Form 4374, page 1, will always be completed upon the first certification approval at the new PCS location.

7.11.2. TDY. Controllers who have not performed CP duties for a period of 60 or more calendar days within their respective command will be entered into recertification training. The individual requirements for the controller will be determined from the results of an interview by the Training Manager (not to exceed time criteria in para 7.9.7. of this AFI).

7.11.3. Decertification for cause. Controllers decertified IAW para 7.14. of this AFI will be entered into recertification training. The individual requirements for the controller will be determined from the results of an interview by CP managers or the Training Manager (not to exceed time criteria in para 7.9.7. of this AFI).

7.11.4. Recertification Test. Recertification test will be accomplished IAW 7.13.3.1.

7.11.5. **(Added-AFRC)** CP Chief will review the progress of the trainee in recertification training monthly and solicit feedback from the trainee to evaluate training effectiveness. The review, along with any shortfalls, will be documented on the individual's AF Form 623A.

7.11.6. **(Added-AFRC)** Recertification training will not exceed 90 calendar days or three (3) UTAs to complete from the date the individual is entered into training.

7.12. Recurring Training. The purpose of recurring training is to ensure CP controllers remain qualified in all areas pertaining to their unit's mission. This training is based on the requirements established in the AF/MAJCOM/Unit ATP. Training Managers will cover tasks on the ATP through a combination of training meetings, self-study, and proficiency training. 100% coverage of all subtasks identified on the ATP for that month will be documented on the self-study letter.

7.12.1. Training meetings will be conducted in a classroom environment and occur a minimum of once per quarter. Specific requirements will be outlined in MAJCOM supplements.

7.12.1.1. Training Managers will document training meeting minutes, as well as the subtasks trained on the AF Form 4371, *Record of Controller Formal Training*.

7.12.1.1.1. **(Added-AFRC)** AF Form 4371, Record of Controller Formal Training will be filed in the Training and Certification binder and be maintained for 12 months. It must be detailed enough for those reviewing the minutes to understand the substance of what was briefed. "Discussed LERTCONS" is not a sufficient entry; instead, entry should read "SrA Showers reviewed LERTCON definitions, along with possible scenarios that could drive each change in posture, see attached slides".

7.12.1.1.1.1. **(Added-AFRC)** AFRC units will conduct a minimum of three (3) hours of formal training per quarter. 100% coverage of all subtasks identified on the ATP for the period (month/quarter) covered by the training meeting will be documented on the monthly self-study letter(s). The CP Chief/Superintendent will review the training meeting agenda prior to the meeting to ensure monthly objectives are covered through a combination of the units training meetings, self-

study, and proficiency training. Administrative or general interest items (e.g., Commander's call) and support agencies training (i.e., SFS, space/launch operations, etc.), may be covered but will not count toward the required three hours of formal training unless it is an identified task on the ATP for the period covered.

7.12.1.2. All CP controllers must attend the CP training meetings, unless excused by CP managers. Training Managers will ensure all personnel not present at the training meeting receive training NLT 5 calendar days after returning to duty.

7.12.1.2.1. **(Added-AFRC)** Briefings and Reading Assignments. Trainees should be given reading assignments and briefings to establish basic knowledge in CP operations, OPSEC, security, etc. Trainers should not rely solely on reading assignments, but should use briefings, illustrations, and examples to reinforce these basic concepts and to bring the trainee to a comprehension or application level of learning, as appropriate. All personnel should be scheduled to provide a briefing sometime throughout the course of a year during monthly training meetings.

7.12.1.2.2. **(Added-AFRC)** All meeting minutes will include the name of the briefer, topics covered by each briefer, duration of each briefing and absent controllers.

7.12.1.2.3. **(Added-AFRC)** When a field trip is scheduled as part of the monthly training meeting, the AF Form 4371 will include trip highlights and tie-in to the current month's MTL/ATP topics.

7.12.1.2.4. **(Added-AFRC)** To aid in reconstruction of the training meeting, audio and video recordings are authorized but must be classified and controlled IAW applicable security guidance.

7.12.2. Self-Study. The Training Manager will create a monthly self-study letter outlining that month's training requirements based on the ATP. The self-study letter will be signed by the CP Chief or Superintendent and detail the task/subtask areas to be studied/reviewed by all personnel. Personnel will thoroughly review all identified requirements, to include each learning step within the POI of the identified task/subtask. CP managers will ensure supervisors are involved with helping subordinates complete and understand self-study requirements. The self-study letter will be published NLT the first day of each month. The self-study letter will be retained in the CIF until superseded. When removed, it will be maintained in the Training Binder, Section I for 12 months.

7.12.2.1. As a minimum, the self-study letter will contain the following information:

7.12.2.1.1. When applicable, the agenda for the training meeting, (briefings, lectures, guest speakers, etc.).

7.12.2.1.2. The task/subtask areas to be studied/reviewed (self-study) by all CP personnel.

7.12.2.1.3. The performance evaluation or scenario training schedule for the month, if applicable.

7.12.2.1.4. New/Revised publication and checklists.

7.12.2.1.5. Areas that require extra study.

7.12.3. Proficiency Training. Proficiency training consists of monthly written exams (EA and general knowledge), and monthly performance evaluation or scenario training.

7.12.3.1. Monthly Examinations. A 90% score (critiqued to 100%) is required to pass monthly written examinations. Personnel failing to achieve a passing score are required to be retrained in deficient areas (missed subtask areas) and must be retested within 5 duty days (for ARC personnel, training will occur prior to the next monthly examination). Monthly examination scores will be documented on the AF Form 4372.

7.12.3.1.1. Active duty/full time ARC members failing to pass the monthly examinations will be required to complete a minimum of 12 hours of remedial/supplemental training. ARC members will follow MAJCOM guidance. This training will be documented in the individual's training records, to include the AF Form 623A.

7.12.3.1.1.1. (AFRC) Traditional ARC personnel failing to pass the monthly exams will be required to be retrained on deficient subtasks and retested prior to the assumption of their next shift.

7.12.3.1.2. Training Managers will ensure controller training materials (tests, scenarios, evaluations) are properly controlled to prevent compromise or disclosure. Paper or electronic copies of the master will be retained for 12 months from the end of the month they cover. Ensure electronic copies are archived on an authorized recordable device (e.g., CD or external drive) at least quarterly.

7.12.3.1.3. General Knowledge Examination. All personnel will be administered a monthly "General Knowledge" open-book written examination covering the "Knowledge" and "Both" based task/subtasks derived from Phase 1 and identified on the ATP for that month. This examination will consist of at least 30 questions.

7.12.3.1.3.1. (Added-AFRC) GKT will be critiqued to 100% and scores will be documented and maintained for 12 months. Training Managers are required to take the GKT prior to administering the tests to controllers to resolve any discrepancies.

7.12.3.1.4. Emergency Actions Examination. All personnel certified at locations that process EA will be administered a monthly closed-book written examination covering "Knowledge" and "Both" based subtasks derived from Phase 2 and identified on the ATP for that month. This examination will consist of at least 30 questions.

7.12.3.1.4.1. COCOM EAP examinations will be administered IAW governing procedures specified by the COCOM for that unit. If COCOM EAPs do not dictate specific examination requirements, a minimum of 30 questions and a minimum passing score of 90% will be required.

7.12.3.2. Scenario Training. All certified personnel will be administered monthly training scenario (except during evaluation months) covering "Performance" and "Both" based task/subtasks identified on the ATP. Scenario training scripts will contain a minimum of three situations, and progressive in nature when possible. At a minimum, each training scenario will include an emergency management situation, processing of

two EAMs, and creation/submission of an AF OPREP-3. Following each situation, a minimum of four discussion questions (pertaining to the situation) will be administered to the trainee. Scenario training is not graded, but rather used as a learning tool for controller performance proficiency. On the AF Form 4372, *Record of Controller Recurring Training*, annotate the date of the training scenario. Scenarios will not be conducted on the console.

7.12.3.2.1. A HHQ or locally evaluated exercise can satisfy all or some of the scenario training requirements. Training Managers must determine which task/subtasks were performed and whether they meet the standards.

7.12.3.2.1. (AFRC) For Traditional ARC controllers each training evaluation/scenario will also include a minimum of two EAM and include one simulated attainment reporting procedures (simulated via JABBER and SKIWEB to appropriate addresses via the training manager.).

7.12.3.2.2. Paper or electronic copies of the master performance scenario scripts will be retained for 12 months from the end of the month they cover.

7.12.3.3. Performance Evaluations. All certified personnel will be administered a semiannual performance evaluation covering "Performance" and "Both" based subtasks identified on the ATP. Semiannual performance evaluations will be administered during March and September each year. Performance evaluation scripts will contain a minimum of five situations and progressive in nature when possible. Evaluations will not be conducted on the console.

7.12.3.3.1. All performance evaluations will be rated either "SAT" or "UNSAT" and documented on the AF Form 4372.

7.12.3.3.2. An evaluation is rated as "SAT" if the controller completes all of the tasks within the number of allowable "assists" or "errors" identified in the Performance Standards portion of the MTP.

7.12.3.3.3. An evaluation is rated as "UNSAT" if the controller exceeds the allowable number of "assists" or "errors" for an evaluated task identified in the Performance Standards. If an "UNSAT" is received, the Training Manager will document the rating and identify the task(s) that were not proficiently performed on AF Form 4372, and prepare the AF Form 4374 for the certifying official(s) to decertify the controller for failing to meet certification standards IAW 7.14.1.3. Decertification actions will be documented on an individual's AF Form 623A.

7.12.3.3.4. CP managers will ensure personnel receiving an "UNSAT" rating on performance evaluations are trained in deficient areas (missed subtask areas). Controllers receiving an "UNSAT" will be retrained and reevaluated on deficient areas within 10 calendar days of the initial performance evaluation and provide the certification official with a recommendation for recertification. These actions will be documented on an AF Form 623A.

7.12.3.3.5. OPLAN 8010 EA Performance Evaluations. OPLAN 8010 units will also comply with additional evaluation/scenario training requirements as outlined in applicable EAP volumes.

7.12.4. Missed Training.

7.12.4.1. Active Duty/Full Time ARC Personnel.

7.12.4.1.1. All certified controllers absent from duty for 60 days or more within their respective command, will be decertified and entered into recertification training when returned to duty. Decertification and recertification will be documented IAW this chapter.

7.12.4.1.2. All personnel absent from duty for 59 days or less will review and make up all missed training not accomplished, i.e., training meetings, examinations, training scenarios, performance evaluations, etc., within ten calendar days of returning to duty. Training Managers will ensure personnel are briefed on all procedural changes and/or significant events that occurred during their absence.

7.12.4.2. Traditional Reservist (TR) Personnel:

7.12.4.2.1. TR personnel that miss monthly training, will review the C2CIF, and make up all missed training. Supervisors or Training Managers will ensure personnel are briefed on all procedural changes and/or significant events that occurred during their absence. This training must be accomplished prior to assuming duty.

7.12.4.2.2. TR personnel who miss two or more consecutive Unit Training Assembly (UTA) weekends will be decertified and entered into recertification training upon returning to duty. Prior to returning to duty, personnel will be recertified. Decertification and recertification will be documented IAW this chapter.

7.12.4.3. **(Added-AFRC)** If circumstances prohibit training of a projected topic, a Memo for Record (MFR) will be retained on file indicating the reason the training was not accomplished as planned and the date the training will be accomplished.

7.13. Certification. Certifying official(s) must sign the CP controller's AF Form 4374. At the MAJCOM level, the certifying official is the MAJCOM Commander; this duty will not be delegated below the MAJCOM Director of Operations (A3) or designated representative. At the installation level, the installation commander or designated representative is the certifying official(s); this authority will not be delegated below the vice installation commander or comparable position. CP personnel assigned below installation level, such as a Contingency Response Group (CRG) or Air Mobility Squadron (AMS) will be certified by the commander; this authority will not be delegated below the deputy commander or comparable position. The certifying official(s) must conduct a personal interview with each CP controller prior to certification. For Consolidated CP/ CP Association, refer to para 7.18.

7.13.1. Certification is accomplished following successful completion of initial/recertification training.

7.13.2. Certification provides a consistent standard against which personnel are evaluated and serves to quickly determine who has the necessary skills and knowledge for the job. All CP personnel must be certified prior to performing unsupervised controller duties. Certification must be maintained by completion of all recurring training requirements. Failure to maintain established certification standards will result in immediate decertification.

7.13.3. CP managers will ensure personnel have been trained and are proficient on all tasks/subtasks required for certification. Certification criteria consists of the following:

7.13.3.1. Certification tests will be a minimum of 30 questions covering tasks from Phase 1 and a minimum of 30 questions covering tasks from Phase 2. A 90% passing score is required, and failures will result in remedial training of the tasks that were missed.

7.13.3.1. (AFRC) CP Managers will review the progress of the trainee in certification training monthly and solicit feedback from the trainee to evaluate training effectiveness. The review, along with any shortfalls, will be documented on the individual's AF Form 623A.

7.13.3.2. The certification performance evaluation will be conducted in the same manner as identified in para 7.12.3.3. of this AFI. The certification performance evaluation script will not be the same script used for the semiannual performance evaluations.

7.13.4. Results of the certification tests and certification performance evaluation will be recorded on the AF Form 4372 and AF Form 4374.

7.13.5. After the certifying official(s) has interviewed the controller and determined they are fully qualified, the certifying official(s) will sign and date the AF Form 4374.

7.13.6. Certification date will be documented on the individual's AF Form 623A.

7.13.7. An AF Form 4374 will be maintained on each certified controller until the controller PCSs/PCAs (until arrival at new duty station), separates, or retires from his/her assigned unit. A change in the certifying official(s) does not result in a requirement to accomplish new certification documents.

7.13.8. Personnel in OPLAN 8010 committed units are required to have access to NC2 – Extremely Sensitive Information (NC2-ESI) materials prior to certification. IAW CJCSI 3231.01B, *Safeguarding Nuclear Command and Control Extremely Sensitive Information*, wing commanders may grant NC2-ESI access to persons assigned to positions requiring permanent access to NC2-ESI materials. Access can be granted once an interim TS clearance is obtained and the requirements of CJCSI 3231.01B are met. CP managers will ensure that two interim TS certified controllers are not on duty at the same time.

7.13.9. If a controller fails to certify within the required time frame, CP managers will notify CFM through their MFM of the reason for delay and the estimated certification date. A copy of this notification will be filed in Tab 7 of the individual's AF Form 623 and documented on the AF Form 623A.

7.14. Controller Decertification/Recertification. CP managers will ensure personnel remain proficient in all certification areas, take immediate action to correct deficiencies, and remove personnel found not suitable for CP duty. Controllers who have been decertified for substandard performance two times or more within a 6-month period will be evaluated by CP managers and certifying official(s) for removal from the 1C3X1 AFSC. Controllers who have been decertified for substandard performance three times within a 6-month period will be removed from the 1C3X1 AFSC IAW with the Air Force Enlisted Classification Directory (AFECD). All reassignment, retraining, or discharge actions due to training deficiencies will be coordinated with the MFM and submitted through the local Force Support Squadron.

7.14.1. Decertification. Decertification will be signed by the certification authority for items that are listed below. Personnel will be decertified for several reasons, to include:

7.14.1.1. Extended periods of absence IAW para 7.11.2. of this AFI.

7.14.1.2. Failure to maintain proficiency standards, to include failing two EA exams (to include HHQ exams) within a 6-month period, or receiving an “UNSAT” on a performance evaluation.

7.14.1.3. Security clearance withdrawal.

7.14.1.4. AEF Deployments. Controllers will be decertified when tasked to deploy for 60 days or longer. Decertification must be documented within 30 days of departure from home station.

7.14.1.5. **(Added-AFRC)** Decertification documents must be completed and forwarded to the Wing Commander NLT COB of the day decertification is recommended.

7.14.2. Recertification. The CP Chief is authorized to recertify controllers who are absent for 60 days or more, performing command post related duties. All other certification actions are the responsibility of the certifying official(s). **NOTE:** CP Superintendent (regardless if CP Chief is assigned/available) are not authorized to recertify controllers absent for 60 days or more.

7.14.3. The AF Form 4374 will be used to decertify and recertify controllers.

7.14.3.1. Following completion of recertification training, the Training Manager will document review in the appropriate spaces on the AF Form 4374 and forward to CP managers for further review. CP managers will review the trainee’s progress and document review in the appropriate area. Signatures of the Training Manager and a CP manager indicate “recommend for recertification” to the certifying official(s).

7.14.3.2. The certifying official(s) interviews the controller and if the member is found to be qualified, the certifying official(s) signs and dates the AF Form 4374.

7.14.3.3. Decertification and recertification actions (i.e., supplemental training provided, scores, etc.) will be documented on the individual’s AF Form 623A.

7.14.4. **(Added-AFRC)** Notify AFRC/A3OM, via e-mail of all reassignment, retraining, or discharge actions due to training deficiencies.

7.15. Training Binder Requirements. The following training documentation will be maintained in a Training Binder. The binder will be divided into four sections:

7.15.1. Section I – Self Study. This section will contain the monthly self-study letters. Self-study letters will be retained for 12 months from the end of the month they cover.

7.15.2. Section II – Training Meeting Records. This section will contain the training meeting minutes for each month conducted. CPs will use the AF Form 4371 to record controller training meeting minutes and will be retained for 2 years from the end of the month they cover.

7.15.3. Section III – The AF/MAJCOM/Unit MTL/AF JQS and ATP that covers a 12 month period.

7.15.4. Section IV – Waivers, training manager appointment letters, and MFM/CFM correspondence.

7.16. AF Form 623 Requirements.

- 7.16.1. All certified controllers, regardless of rank, will maintain an AF Form 623.
- 7.16.2. AF Form 623s will be set up in the following manner:
 - 7.16.2.1. Tab 1 – AF Form 4374 Command Post/Center Controller Certification Record.
 - 7.16.2.2. Tab 2 – AF Form 4372 Record of Controller Recurring Training
 - 7.16.2.3. Tab 3 – CFETP Part II Specialty Training Standard (E7 and above not in retraining status will have an “Intentionally Left Blank” page)
 - 7.16.2.4. Tab 4 – AF MTL/JQS/MAJCOM/Unit MTP
 - 7.16.2.5. Tab 5 – AF Form 623A
 - 7.16.2.6. Tab 6 – Training Certificates
 - 7.16.2.7. Tab 7 – Miscellaneous (e.g., AF Form 2096, EOC score card)

7.17. Higher Headquarters Testing. IG and MAJCOM CP Policy and Procedures personnel may test controllers on CP procedures.

- 7.17.1. Results of MAJCOM CP Policy and Procedures administered tests will not be used as the sole reason for decertification of an individual. Controller decertification recommendation should be based on team performance and test failure.
- 7.17.2. Testing involving positive control material procedures may involve stricter criteria.
- 7.17.3. MAJCOMs will stipulate actions to be taken by CP managers in the event controllers fail a closed-book EA examination given by IG inspectors during an inspection in their supplement to this AFI.
- 7.17.4. (**Added-AFRC**) CP managers will ensure that any controller failing an IG administered test is retrained and retested to standard before assuming their next shift. Authority to decertify AFRC controllers for failed AFRC IG administered tests belongs solely to the Wing Commander.

7.18. Training of Certified Controllers in Consolidated CP/ CP Association. Controllers assigned to a Consolidated CP/ CP Association will be entered into a training program created by the Consolidated CP/ CP Association Training Managers, to ensure all aspects of the installation mission can be supported.

- 7.18.1. For Consolidated CP/ CP Association, AF Form 4374s will be signed by all applicable Wing Commanders with 1C3 personnel assigned to perform duties, for the Consolidated CP/ CP Association.
- 7.18.2. When required, controllers will attend mandated C2 courses (e.g., JNC2) to meet Consolidated CP/ CP Association training requirements.
- 7.18.3. CP managers should work with the applicable MAJCOM’s CP Policy and Procedures branches to determine additional training requirements.

Chapter 8

FACILITY REQUIREMENTS

8.1. General. This chapter outlines the minimum facility requirements for CPs.

8.1.1. The working area for a CP is based on the functions performed and maximum number of personnel required to perform the tasks during peak periods. CP managers will ensure the CP facility meets standards in *UFC 4-010-01 DoD, Unified Facility Criteria*; AFH 32-1084, *Facility Requirements*; AFI 31-101, *Integrated Defense*; and AFI 10-2501, *Air Force Emergency Management Program Planning & Operations*.

8.1.2. When selecting a facility for the CP, commanders must consider survivability in a CBRN environment, as well as its ability to provide protection against threats IAW AFI 10-2501.

8.1.3. Commanders are not required to modify an existing CP to meet the specifics of this instruction, unless the CP is unable to support the unit's mission. However, all programmed modification/renovation must meet the criteria of this AFI.

8.1.4. **(Added-AFRC)** All waivers to facility requirements at AFRC owned Command Posts will be submitted to AFRC/A3OM.

8.2. Construction Requirements.

8.2.1. Structure. The EA cell/console area will be physically separated from the remainder of the CP by a locking door (and windows, if applicable) to limit access during EAM processing.

8.2.2. Outer Door. The CP will have a primary external entrance door. The door will be of a construction type and installation that assures appropriate security IAW AFI 31-101, and it will be equipped with a mechanical or electronically operated cipher lock. The outer door can be either solid construction (if no inner door installed) or heavy metal-wire mesh (if inner door installed). If equipped with a key lock system, it will only be for emergency use. Strict safeguards must be incorporated to ensure keys are used for emergency purposes only.

8.2.3. Inner Door. The inner entrance door (if installed) must be of solid construction, except for a reinforced window or peephole and securable credentials slot. Solid wood constructed doors will be reinforced externally with a steel sheet cover to prevent removal of the door. Ensure each external pin, bolt, screw, or other fastening device is protected to prevent removal. Doorframes shall be compatible with both the strength of the door and the adjoining wall construction IAW AFI 31-101.

8.2.4. EA Cell/Console Area. Wall and ceiling silencing materials (or other means of noise reduction) should be used to keep noise levels to a minimum. The CP will have a raised, pedestal-style floor or dropped ceiling, in order to accommodate cableways. Ceilings and floors will be constructed with adequate security safeguards. All efforts should be made to ensure that communications and electrical supply cableway, ducts, and associated outlets are constructed in the floors, walls, and ceiling, to assure complete coverage and flexibility for additional needs and for ease of access and servicing. When the CP and the supporting areas (CAT, EOC, etc.) are located adjacent to each other, they will be physically separated by a

securable means that facilitates message transfer (e.g., a small pass through door which is securable from the CP side).

8.3. Facility Requirements.

8.3.1. Emergency Power. All CPs shall have an Emergency Generator system and an Uninterruptible Power Supply (UPS) as authorized by and IAW AFI 32-1063 and AFH 32-1084. The generator system shall be designed to support the maximum CP operating load and be capable of both manual and automatic operation to start and stop the generator and to transfer load. The UPS system shall be installed and capable of supporting all mission critical equipment. The ACP emergency generator system and UPS shall be afforded the same protection standards as the CP.

8.3.2. Emergency Lighting. At a minimum the CP console area must be equipped with emergency lighting (i.e., battery-powered lighting) with a weekly functional test conducted and logged in the events log.

8.3.2.1. The CP will augment the emergency lighting system with flashlights (to include spare batteries and bulbs), to permit continued safe occupancy for at least 2 hours after a complete power loss or the length of time required to evacuate.

8.3.2.2. At locations with TPC material, the emergency lighting will be focused on TPC material safes, or the entire area will be lighted, to ensure control can be maintained until material is secured.

8.3.3. Locks. Each door of the standoff area will be equipped with an electronic door lock. Locks must provide remote unlocking capabilities from the EA console; local unlocking by cipher pad, shielded push button unlocking and key on the exterior side of the door or door frame. Electronic locks must be configured so only one door is open at any time (to include remote unlocking from the EA consoles). In the event of failure, electronic locks should fail in the locked position and have a manual override to allow for emergency egress. If locks fail in the open position a manual locking system must be installed to prohibit unauthorized entry. Cipher locks are authorized for use on CP inner and outer doors. Inner and outer doors will not have the same combination. Cipher locks are also authorized for EA cell/console area doors. Cipher lock combinations will be changed annually (as a minimum), when the combination is compromised, when personnel PCS/PCA/retire, or when a person having access is permanently decertified or has lost/temporarily lost their security clearance.

8.3.4. Closed-Circuit Television. If the CP entrance is located where controllers would have to leave the console to perform personal identification, a closed-circuit television system must be installed. If this system is not available, one-way glass must be installed.

8.3.5. EAM Processing Light and Written Instructions. A light will be placed outside the EA cell/console area and outside the standoff area, adjacent to the entrance phone or outer door of CP. The light will be activated from within the EA cell/console area when on-duty controllers are processing EA traffic. A sign will be placed with written instructions (in English and host nation language, if applicable) next to the phone, detailing entry procedures when the EAM processing light is activated.

8.3.6. Telephone. A telephone will be mounted on the exterior of the standoff area next to the outer door. It should provide a direct line (hotline or speed dial) to the console. If hotline

or speed dial is not available, CP Managers will post phone numbers and instructions for dialing console controllers.

8.3.7. Ventilation. The CP will have air conditioning and heating that is controlled from inside the CP, when feasible/possible. The CP may have a HVAC Emergency Shutdown pushbutton within the CP for use in the event of a chemical or biological hazard. All ventilation and access openings will be constructed with security safeguards.

8.3.8. EA Cell/Console Area. The EA cell/console area door must allow for visual identification of personnel requesting entry and for rapid emergency exit from the cell. All transparent partitions or windows in the EA cell/console area must have drapes, blinds, or one-way glass to secure the cell during EAM processing. Whatever the method used, it must prevent direct or indirect visibility of the EA cell/console area.

8.4. Facility Layout.

8.4.1. EA Cell/Console Area. The EA cell/console area is normally one and the same. A separate space to process EA physically separated from the console area is not required, unless otherwise unable to meet the requirements of this paragraph. CP managers will ensure the EA cell/console area is a secure area within the facility to process EA. The EA cell/console area must have adequate space for day-to-day operations and also for additional personnel during contingency operations. The EA cell/console area must be constructed and equipped to accomplish the required duties. Additionally, it must be fitted with a duress capability terminating at the Security Forces Control Center (SFCC)/Base Defense Operations Center (BDOC). MAJCOMs may specify units where the EA cell and console area are physically separated from one another in order to preserve synergy with lateral C2 agencies (e.g., CPs collocated with MOC and or ATOC controllers, where employment of other methods of isolation such as windows, shades, or sliding doors are not practical).

8.4.2. CP Manager and Administrative Area. An area within the confines of the CP facility will be reserved for the Chief, Superintendent, and the administrative staff with adequate office space to accommodate the number of personnel and any equipment necessary to perform their day-to-day duties. Privacy and close proximity to the console area are key considerations for the administrative area. The area will have workspace, seats, standard office equipment, and file storage.

8.4.3. Training Area. An area within the confines of the CP facility will be reserved for the training area, with easy access to the console area, to facilitate training and testing of controllers. The area will have a dedicated console simulator (to train scenarios and evaluate currency), workspace, seats, standard office equipment, safes, and file storage. The training area will have adequate office space to accommodate the number of personnel and any equipment necessary to perform their day-to-day duties. The key considerations for determining where to locate a dedicated training room are: Assure privacy to conduct classified training up to and including TS or Secret (depending on mission) and close proximity to the console area.

8.4.4. CAT Area. To ensure a good cross flow of information, a collocated CAT area is highly recommended. If not possible due to space limitations, secure communications (e.g., dedicated phones, visual displays) must exist between the CP and CAT to ensure effective coordination.

8.4.5. Frame Room. The CP will have a room physically separated from the rest of the CP by fixed walls and a locking door (to hold the telephone switch frame), remote satellite communications (SATCOM) equipment, assorted radio cabinets, and COMSEC equipment, as applicable. The preferred location for the frame room is within the CP secure area. Frame rooms located outside the CP area must be identified, secured, and treated as the same protection level (PL) as the CP.

8.4.6. Other CP Areas.

8.4.6.1. Kitchen. CP managers will ensure controllers have proper food preparation equipment, food storage equipment (e.g., refrigerator and microwave), and a sink within the CP.

8.4.6.2. Restrooms. CP managers will ensure sufficient restrooms support the maximum number of personnel required during peak periods (e.g., CAT activation). When possible, restrooms should be located within the CP secure area.

8.4.6.3. Storage. The CP will have sufficient storage space to store housekeeping supplies, controller chemical warfare ensembles, emergency rations, and in-place equipment spares, as applicable.

8.4.7. Emergency Exit. All CPs must have an emergency exit that can only be opened from inside the CP. Exit doors will not open directly into the EA cell/console area. The doors will have an audible alarm for controllers on the console to be alerted when opened.

8.5. General CP Requirements. Ensure all CP console positions (e.g., senior, duty, reports controller) are provided enough “immediate” workspace for computer systems, checklists, and other material deemed necessary in the performance of the mission.

8.5.1. Reproduction Equipment. The CP will have a copier authorized to reproduce, as a minimum, SECRET material located within the CP, in the immediate vicinity of the console.

8.5.2. The EA cell/console area will have a minimum of two 24-hour wall clocks; one set to local time, the other set to Universal Time Coordinated (UTC) (ZULU time). The clocks must have a battery back-up and be hacked, at a minimum, daily with the U.S. Naval Observatory Master Clock to within one second.

8.5.3. Event Timer. The EA cell/console area must have the means to provide an audible alarm for required or recurring events.

8.5.4. Safes. Ensure the EA cell/console area has a General Services Administration (GSA) approved security container, equipped with an XO-style digital lock, dedicated to store TS, TPC material, COMSEC TPI, and COMSEC material, as applicable. Ensure safes are maintained and combinations are changed IAW AFI 33-201 V2, COMSEC User Requirements.

8.6. ACP. The goal for an ACP is to replicate the capabilities housed in the primary facility. CP managers must develop procedures to perform CP duties from an alternate site located away from the primary facility. This facility is not required to be an exact duplicate of the primary CP, but must provide the ability to provide continued C2 capability and comply with mission/PL requirements and communication systems, should the primary CP become unusable/incapacitated. MAJCOMs will supplement this paragraph to establish minimum specific facility and equipment requirements.

8.6.1. General Requirements. The general requirements for CPs and EA cells/console areas outlined in this instruction also apply to ACPs in the areas of building construction, security, power, emergency lighting, ventilation, emissions security (EMSEC) and computer security (COMPUSEC), storage, communications, and display space.

8.6.2. Activation of ACP. CP managers will develop and maintain OIs and/or QRCs to ensure timely placement of required CP personnel and material in the ACP in response to either an emergency situation requiring evacuation or commander directive. As a minimum, the following items should be addressed in the ACP activation OI/QRC:

8.6.2.1. Required Material. Either pre-position required materials or plan for the transportation of the material to the ACP. Classified pre-positioned material must be stored IAW applicable security directives.

8.6.2.1.1. Controller Weapons. Provide controller weapons, if applicable, and the capability to follow procedures IAW AFMAN 31-229, *USAF Weapons Handling Manual*.

8.6.2.1.2. Administrative Supplies and Forms. Provide, as a minimum, pens, pencils, markers, blank paper, and forms, as required.

8.6.2.2. Information Updates. Provide primary and alternate methods for the timely transfer of pertinent information between the primary CP and the ACP, if applicable.

8.6.2.3. Transfer of Control. Provide procedures for transfer control from the primary CP to the ACP and back, to include notification of appropriate HHQ agencies.

8.6.2.4. Systems. ACP systems will be tested quarterly.

8.6.2.5. Semiannual Activation. CP managers will ensure ACP is activated for a minimum of 2 consecutive hours. Activations as a result of real world and or exercise events will fulfill the semiannual requirement, as long as all systems were tested and or activated. Documentation of ACP activation will be kept with CP evacuation kit for a minimum of 2 years. MAJCOMs will prescribe documentation requirements. ACP facility/systems discrepancies must be corrected as soon as practical. Additionally, all ACP facility/systems discrepancies will be briefed as part of the shift change briefing until resolved.

8.6.2.6. Evacuation/Relocation Kit. CP managers will establish a "CP Evacuation/Relocation Kit" that includes flashlights, one copy of all checklists, paper copies of required forms, computer(s), radios, cellular telephone, and other materials deemed necessary for sustained C2 operations.

8.6.2.7. Secure Transport. CP managers will establish procedures for expedient and secure transport for controllers, classified, and COMSEC material to and from the alternate facility. If flying operations are ongoing, consideration toward obtaining a vehicle with suitable communications will be made.

8.7. CP Facility Remodeling. Prior to construction, CP managers will coordinate design/plans with the installation SF Information Security and Physical Security section, Civil Engineering, Communications Squadron EMSEC personnel, and MAJCOM C2 Policy and Procedures, to ensure compliance with guidelines. This includes initiation of equipment installation/removal

affecting CP layout. CP managers will maintain a copy of the most current configuration drawing(s). Include the following items:

- 8.7.1. Location of each functional area.
- 8.7.2. Clearance-level required for personnel working in each area.
- 8.7.3. Location of classified processing equipment and level of classification (STE, TBMCS, etc.).
- 8.7.4. Open storage areas and highest level of classification stored. Point out any open storage areas unmanned during non-duty hours.
- 8.7.5. Physical separation barriers (temporary or permanent) between EA cell/console console area and other functions/areas.
- 8.7.6. Duress capability between the CP and the local monitoring facility (LMF)/remote monitoring facility (RMF), or BDOC that provides controllers the capability to passively indicate duress to SF personnel.

Chapter 9

SYSTEMS AND STATUS REPORTING

9.1. General Information. This chapter identifies required communications systems/capabilities in the CP.

9.2. C2 Systems and Applications. The following is a list of common C2 systems and applications CPs need to carry out their C2 functions. The list is not all inclusive. Commander's discretion is paramount and a risk assessment should be thoroughly conducted before removing a system or application from local use.

9.2.1. Secure/Non-Secure Internet Protocol Router Networks (SIPRNET/NIPRNET) Computers. Access to SIPRNET/NIPRNET is required at each console position, allowing for proper information flow; operating communication database-run applications; mission monitoring; transmitting/receiving reports; and performing overall C2. Controllers must have active accounts and be able to log into all systems.

9.2.1.1. **(Added-AFRC)** AFRC CPs will ensure mission unique C2 systems are available, operational, and controllers are proficient on their use.

9.2.2. Secure/Non-Secure Facsimile. The capability to receive and transmit critical information (e.g., EAM, WARNORD, Plans, etc), through the telephone network via secure/unsecured means is required as a back-up for SIPR/NIPR outages or degraded communications.

9.2.3. Land Mobile Radio (LMR). Radio communication service between mobile and land stations, or between mobile stations. LMRs are required for commanders' quick-time recall and availability status. Other suitable systems, such as Blackberry® or cellular phone with mass notification capability, may be approved in lieu of LMRs.

9.2.3.1. **(Added-AFRC)** When the commander authorizes the use of LMRs, prior to entering the Console/EA Cell, they will be turned off, the battery disconnected, and stored in a storage area at the CP entrance. Emergency response personnel (fire department, security forces, etc.) may take radios into the CP when responding to a situation.

9.2.3.2. **(Added-AFRC)** Each CP will establish formal procedures for taking LMRs into the CP. These procedures must be coordinated with applicable communications, COMSEC, EMSEC, OPSEC, security forces and intelligence agencies. Precautions must be taken to prevent compromises of classified information and OPSEC violations.

9.2.3.3. **(Added-AFRC)** LMRs are authorized for use during communications outages or when relocated to an alternate facility with limited communications capabilities.

9.2.4. Secure Voice Communication. Secure phones are encrypted telephone communication systems allowing units to discuss classified (e.g., STE, VOSIP)

9.2.5. Cellular Telephone. At least one cellular telephone must be maintained by the CP, to maintain communication with external agencies when landlines are not in service. CP managers will ensure cellular phone storage practices do not violate EMSEC requirements.

Weekly cellular phone checks must be accomplished and results annotated in the CP daily events log.

9.2.6. C2 communications console. Consoles will integrate network and application technology to enable calls, recording, UHF, and phone-patch capability. The console must meet JCS-directed Joint Interoperability Test Command (JTIC) certification (DODI 8100.3, *Department of Defense (DoD) Voice Networks*) and Multi-Level Precedence and Preemption (MLPP) compliance (CJCSI 6215.01B, *Policy for Department of Defense Voice Networks*) for all C2 communication systems.

9.2.7. High Frequency (HF)/Ultra High Frequency (UHF)/Very High Frequency (VHF) Radio. HF/UHF/VHF radios are required to communicate directly with aircraft and mission essential personnel and are mission dependent. As a minimum, all CPs, regardless of installation mission/configuration (i.e., lack of an operational mission/active runway) will have a UHF radio, to facilitate C2 with aircraft transiting their area.

9.2.7.1. **(Added-AFRC)** UHF and VHF Transceiver(s). A second transceiver is required for units where local radio maintenance is not available within one hour. Local documentation of maintenance agreement will be kept on file (MOA/LOA, Host-Tenant Agreement, etc.).

9.2.8. INWS. INWS allows controllers to provide personnel installation-wide information such as: Mission Oriented Protective Posture (MOPP) levels, alarm conditions, FPCON/INFOCON changes, recalls, natural disaster warnings, and other locally determined information at the commander's discretion. The CP will be the lead INWS manager and the primary INWS activation node will be located in the CP EA cell.

9.2.9. TBMCS. TBMCS is the CAF information and decision support application supporting combined and joint air operations for the JFC. It provides the means to plan, direct, and control all theater air operations; coordinate with ground and maritime elements; and can be tailored to large or small-scale operations. TBMCS functionality includes: Intelligence processing; air campaign planning, execution and monitoring; aircraft scheduling; unit-level maintenance operations; unit and force-level logistics planning; and weather monitoring and analysis. It is a significant aid in the production of the Air Tasking Order (ATO).

9.2.10. TBMCS-Force Level (TBMCS-FL) provides automated C2 and decision support tools to improve the planning, preparation, and execution of joint air combat capabilities for the senior theater air commander, the Joint Force Air Component Commander (JFACC).

9.2.11. TBMCS-Unit Level (TBMCS-UL) provides automated C2 and decision support tools to improve the planning, preparation, and execution of joint air combat capabilities for wing commanders.

9.2.12. GDSS. GDSS is a system for flight following MAF and SOF aircraft worldwide. It is also used by CAF for selected missions.

9.2.13. MAJCOMs will determine additional requirements for their CPs.

9.2.13.1. **(Added-AFRC)** Closed Circuit Flight Line Surveillance System. Closed Circuit TV system (CCTV) used for monitoring ramp and alert facility, in-flight emergencies (IFE) and generation.

9.2.13.2. **(Added-AFRC)** Video Camera or tape recorders. Used to record formal training sessions and conduct controller/scenario and aircrew CCP training. All equipment must be cleared by Information Security and training materials will be stored accordingly.

9.2.13.3. **(Added-AFRC)** Multimedia Projection Equipment. Used in conjunction with a computer for training.

9.2.13.4. **(Added-AFRC)** Cable/Satellite Television. A television set with cable access or satellite capability to support the command staff.

9.3. Controller Consoles. Controller consoles should be centrally located to allow controllers easy view of all display boards and other areas. As a minimum, the EA cell/console area must have console positions for two controllers. Consoles must be configured with all the equipment required by controllers to perform CP duties. The consoles must be side-by-side. The consoles must provide for rapid and assured selection of radios, telephone systems, direct lines, remote controls, and voice recording capability. They must also provide for ground-to-air, radio-to-wire phone patch, and conference calls. The console must provide sufficient controller workspace or desktop area. Minimum console capabilities include:

9.3.1. Consoles will have a covert electronic duress system that alarms the BDOC/LMF/RMF.

9.3.2. Consoles will have voice recording capability for both landline and radio communications.

9.3.2.1. Encoded voice EAM transmissions must be recorded without a warning tone (beeper).

9.3.2.2. Actual or exercise situations pertaining to the subjects listed below may be recorded without a warning tone:

9.3.2.2.1. Implementation of war mobilization plans.

9.3.2.2.2. Increased defense readiness posture.

9.3.2.2.3. Natural disasters.

9.3.2.2.4. Civil disorders.

9.3.2.2.5. Crisis situations.

9.3.2.2.6. Aircraft in-flight emergencies or hijackings.

9.3.2.2.7. Bomb threats.

9.3.2.2.8. Terrorist threats.

9.3.2.3. Other official conversations may only be recorded when a warning tone is used or prior consent by participating parties is obtained.

9.4. EMSEC Requirements.

9.4.1. CP will comply with EMSEC and assurance program IAW AFI 33-200, *Information Assurance (IA) Management*, and other applicable directives.

9.4.2. Facilities. All facilities with electronic equipment will be EMSEC certified and accredited by an EMSEC and COMPUSEC inspection.

9.4.3. Inspection Reports. Maintain a copy of the latest EMSEC and Information Assurance Assessment & Assistance Program (IAAP) inspection report for the primary and alternate location.

9.4.4. Push-to-Talk. All telephone handsets within the CP console area, to include any collocated agencies (e.g., ATOC, MOC, EOC) will have a push-to-talk feature installed.

9.4.5. **(Added-AFRC)** Cellular phones, personal laptops, and PDAs will be turned off and left at the CP entrance. They are not to be used anywhere in the Command Post. Security measures for safekeeping and storing these instruments will be implemented to prohibit tampering and theft. Command Post controllers may use cellular phones during communications outages or when relocated to an alternate facility with limited communications capabilities.

9.5. Cryptographic and Communications Security (COMSEC). The AKAC-1553, Triad Numerical Cipher/Authentication System, is the primary 1C3 authentication document and will be maintained in all CPs. The AKAC-1553 may be used by any AF C2 node to authenticate with other AF C2 nodes in time of suspected duress, validate direction/orders received, and/or to authenticate with transiting aircraft, etc. Maintain additional cryptographic and COMSEC material applicable to mission requirements.

9.6. (Added-AFRC) Information Security (INFOSEC). Classified documents will be stored and protected IAW DODD 5200.1-R, DOD Information Security Program, AFI 10-701, Operations Security(OPSEC), AFI 10-1102, Safeguarding the Nuclear Command and Control (NC2) Extremely Sensitive Information (ESI), CJCSI-323.01B, AFI 31-401, Information Security Program Management, and other applicable security directives.

Chapter 10

COMMAND POST/COMMAND CENTER SECURITY AND ENTRY CONTROL REQUIREMENTS

10.1. Physical Security Considerations. It is the responsibility of CP managers, in conjunction with the unit Resource Protection Program Manager, to ensure appropriate security measures are in-place and maintained. The CP facility must be designated and controlled as a USAF Controlled Area (PL-4) or Restricted Area (PL- 1–3) at the PL equal to the highest PL resource(s) owned/supported/executed by the CP, IAW AFI 31-101, and applicable MAJCOM supplements. If the CP is physically collocated with the CAT/EOC, a separate restricted area must be established for the CP EA cell.

10.2. Entry and Circulation Control. Entry and circulation control procedures are based on the PL assigned to the facility and contained in each Installation Security Instruction or Installation Defense Plan, in addition to AFI 31-101 and applicable MAJCOM supplements. The CP must have an OI and/or QRC for CP entry and circulation control. As a minimum, the following areas will be addressed:

10.2.1. Entry and Exit Procedures. Strict entry procedures are required to provide adequate protection for personnel working inside the restricted area and to eliminate unnecessary traffic. CP entry is controlled by the on-duty controllers during normal day-to-day operations. Armed SF or SF augmentees may control entry during CAT activation, contingencies, increased FPCONs, or as determined by the commander. No other individuals will admit or allow entry of any persons desiring access without the specific approval of an on-duty controller. Unit procedures must comply with the following, if applicable:

10.2.1.1. During routine operations, only one door of an entrapment/standoff area may be open at a time.

10.2.1.2. During routine operations, personnel exiting the CP must ensure the entrapment/standoff area is clear (i.e., no one in entrapment/standoff area) before opening the inside door. When an armed entry controller is present, he or she will control access into the entrapment/standoff area and CP.

10.2.2. Unescorted Entry. Visitors authorized unescorted access to the CP may be permitted entry upon examination of their RAB and supporting security techniques IAW AFI 31-101.

10.2.3. IG team members and SAV/FAV team members are not required to have the locally designated CP area numbers open on their RAB; inspectors and evaluators will use their own military ID (CAC), RAB, and/or advanced entry control card from their home station for entry, if a Joint Personnel Adjudication System (JPAS) visit request or valid EAL is in place.

10.2.4. Personal recognition is a valid technique and can be used after initial verification of the individual's authorization to enter, i.e., all visitors to the CP must be initially identified and processed.

10.2.4.1. **(Added-AFRC)** This technique is used for “controlled entry” procedures only. Refer to AFI 31-101. Personal recognition for entry to “restricted” areas is used only as a back-up technique under the single badge system.

10.2.5. Escorted Entry. Anyone not possessing unescorted entry authority for a specific restricted area must be escorted into and while within the area. CP Managers will ensure there are procedures to preannounce the presence of escorted personnel requiring authorized entry to a restricted area.

10.2.5.1. When personal recognition cannot be made, escort officials will direct personnel requesting entry to pass their restricted area badges and other identification credentials through the entrapment/standoff area credentials slot for verification. The inner door shall remain secured until the process is complete.

10.2.5.2. Escort officials will visually confirm personnel inside the entrapment/standoff area prior to opening the inner door, to verify only the expected personnel are present, no apparent duress exists, and the individual(s) is/are in possession of a RAB or other authorized identification. Escort officials will check the contents of bags or packages before allowing access to visitors.

10.2.5.3. Only personnel designated as escort officials by CP managers are authorized to sign personnel into the CP, using the AF Form 1109. Escort officials for the CP controlled/restricted area will be limited to CP personnel, wing commander, and vice wing commander, as applicable. Escort officials must be trained IAW AFI 31-101.

10.2.6. Circulation Control.

10.2.6.1. Direct access to the EA cell/console area will be restricted to essential CP personnel and key personnel designated by CP managers. Only duty controllers will control access to the EA cell/console area.

10.2.6.1.1. Routine operations. During routine operations, only those CP personnel authorized direct access (e.g., the commander, EA controllers, and CP managers) into the CP will be given the cipher lock combinations to the external doors. Only certified controllers will have the cipher lock combination to EA cell door, if the CP is so equipped.

10.2.6.1.2. CAT Operations. During CAT or high-density operations, when an armed SF or SF augmentee has been posted, the SF/augmentee may be given the cipher lock combinations to CP inner and outer doors to control entry (not the EA cell door). The cipher lock combinations will be changed immediately upon completion of the exercise/operation or resolution of the crisis situation.

10.2.6.1.3. Once visitors requiring escort have been processed into the CP by an escort official, the escort official may designate another individual authorized unescorted entry to control visitors. The escort official must ensure the escort is aware of the safety and security requirements pertinent to the visit. Procedures must be in-place to ensure personnel without both a need to know and the proper security clearance are cleared from the EA area and restricted from hearing conversations when the unit missions dictate classified discussion between controllers.

10.3. RABs. Security directives require the base or unit to have an instruction covering the administrative procedures for granting restricted area entry. Although the base regulation is not the functional responsibility of the CP, CP managers must ensure the base regulation does the following:

10.3.1. Designates enough CP personnel, by position, authorized to sign the AF Form 2586, *Unescorted Entry Authorization Certificate*, and to ensure timely coordination of the form, but not so many that close control is lost.

10.3.2. Has a restricted area number designated for the CP. When coordinating an AF Form 2586, authorize this area for all personnel who are authorized unescorted access to the CP restricted/controlled area.

10.3.3. Has a separate restricted area number specifically designated for EA cell. When coordinating on an AF Form 2586, authorize this area only for those personnel who work in the EA cell, e.g., the commander, EA controllers, and CP managers.

10.4. EALs. The CP will prepare and maintain records that contain all permanent EALs, active one-time EALs, and EALs applicable for duration of evaluations/inspections/exercises. All EALs must be validated and authenticated according to AFI 31-101, applicable MAJCOM supplements, and local procedures.

10.4.1. Unit EALs. The CP will request validated and signed copies of EALs from the SF function to support unescorted entry procedures.

10.4.2. Emergency Power Generator Access List. For CP that control access to the emergency power generator, an access list will be maintained. This access list will include maintenance personnel and all personnel trained to start emergency generators.

10.4.2. (AFRC) The Emergency Power Generators should hold the same PL level as the command post. Entry requirements will be IAW AFI 31-101.

10.4.3. Frame Room Access List. This list is required when the frame room is located outside the CP and will contain the names of essential maintenance personnel.

Chapter 11

COMMAND POST CONTINGENCY DEPLOYMENTS

11.1. Contingency Deployments.

11.1.1. In support of crises and contingencies, the USAF and CP career field are committed to provide forces where and when needed throughout the world. Preparing CP personnel for deployment is necessary and entails requirements and actions to be completed; also known as personnel readiness responsibilities.

11.1.2. To achieve maximum personnel readiness, IAW AFPAM 10-100, *Airman's Manual*, Section 2, ensure the following requirements and actions are completed: Readiness (ancillary) training, information assurance awareness training, contingency out-processing, medical out-processing, current and available documentation that must be hand-carried for in-processing at Forward Operating Location (FOL), and possession of all required equipment/uniforms/personal baggage. Supervisors will ensure scheduling of training/appointments and requirements/actions are completed in a timely manner.

11.1.3. **(Added-AFRC)** ARC members selected for contingency deployments must notify AFRC/A3OM, through CP Management of selection. AFRC/A3OM will track the deployment and ensure that credit is given to the unit for the deployment.

11.1.4. **(Added-AFRC)** ARC members volunteering for deployments must submit a request for commander approval before volunteering. Commander's approval must be forwarded to AFRC/A3OM, in writing, before any requests will be processed.

11.2. Contingency Training.

11.2.1. MAJCOM and CP managers need to look beyond the normal training scope of satisfying home unit mission requirements because of our increased involvement in contingency deployments. MAJCOMs, working in conjunction with the AFCFM and CP managers, will identify contingency training to support mission requirements at FOLs in the ATP/MTL.

11.2.1.1. MAJCOMs will cross-tell information on tasks being performed at the FOLs. This information will be used to identify contingency training requirements in their ATP/MTL.

11.2.1.2. MAJCOMs/Units will take the tasks identified in the ATP/MTL and build contingency training into their Master Lessons Plans.

11.2.2. The AFCFM and MFMs are encouraged to attend the Contingency Wartime Planning Course (CWPC), at Maxwell AFB, AL. This course provides senior leaders and managers with a foundation of knowledge in Joint and AF contingency and deliberate planning processes and systems.

11.3. Contingency Management. Contingency management ensures personnel and equipment are properly sourced to meet the demands of wartime/contingency operations. Based upon inputs provided by individual CP managers, MFMs will posture all MAJCOM 1C3X1 resources in UTC Availability. AFPC/DPW will recommend sourcing of resources to meet worldwide contingency requirements based upon what is postured within the AEF Time Phased Force

Deployment Data (TPFDD) Library. MFMs will validate AFPC/DPW recommendations, and then the tasking will flow to the unit via a Joint Operations Planning and Execution System (JOPES) Levy.

11.3.1. AEF Assignment.

11.3.1.1. The assigning of controllers to an AEF tempo band is mandated by CSAF, to ensure each Airman knows the specific AEF band and block they are assigned. This provides each Airman with stability and predictability of their AEF deployment window.

11.3.1.2. CP managers are responsible for assigning controllers, by name, to a specific UTC and ensuring controllers know which tempo band they are assigned to within 15 days of arrival on station. Document the UTC and controller understanding on the individual's AF Form 623A.

11.3.1.2.1. CP managers should ensure their resources (controllers) are evenly distributed across all bands, to prevent being over-tasked in a single band, as well as providing AFPC/DPW personnel in every band.

11.3.1.2.2. Before placing a controller in a tempo band, CP managers should consider factors such as the member's date arrived station, previous deployments, and any other factors which may impact their ability to deploy in an assigned band. Once assigned to a tempo band, the member will remain in that tempo band for the duration of their assignment unless a HAF directed realignment is directed according to AFI 10-401.

11.3.1.3. Priority for placement of controllers against a UTC is based on deployment coding. DWS is first, DXS is second, and DXX is last. Additional personnel assigned over authorizations are spread across the AEF blocks to provide reserve assets. Refer to AFI 10-401, *Air Force Operations Planning and Execution* for further guidance concerning planning, deployment, employment, sustainment, posture coding, redeployment, and reconstitution of forces.

11.3.2. Commanders Remarks. It is required that CP managers enter specific remarks in the "Commanders Remarks" section of the AEF Reporting Tool (ART) assessment report when a UTC is marked "Yellow" or "Red". Remarks need to be specific enough that the MFM and AFPC/DPW know exactly if a UTC is available to deploy and if it is not.

11.4. CP Post Deployment Critique. MFMs and CP managers are responsible for ensuring CP personnel returning from a deployment complete a CP Post Deployment Critique Form ([Attachment 6](#)) within 30 calendar days of returning to duty. Critiques will be reviewed by the individual's CP managers and sent to the MFM. MFMs will forward all critiques to the AFCFM for review and action.

Table 11.1. C2 Contingency Management UTCs

UTC	86P Requirement	1C391 Requirement	1C371 Requirement	1C351 Requirement	Remarks
9ACP1	1	0	0	0	See Note 1

9ACP2	0	1	0	0	See Note 2
9ACP6	0	0	0	1	See Note 3
9ACP8	0	0	2	2	See Note 4
9ACP9	0	0	1	0	See Note 5
9ACPR	1	0	1	1	See Note 6
9ACPZ	0	0	0	0	See Note 7
9ACPT	0	0	2	2	See Note 8
HFNR8	0	0	2	2	See Note 8

Note 1. Provides augmentation for CP work centers at the air expeditionary wing level. Provides C2 for wing operations coordinating air operations with the AOR to include a variety of tactical airlift and support aircraft, ATO production and mission data collection. The 86P may be substituted with a rated officer having experience on mission design and series (MDS) at deployed location and must have C2 experience.

Note 2: Provides augmentation for CP work centers. Coordinates air operations with the AOR to include a variety of tactical airlift and support aircraft, air tasking order production and mission data collection. Any 9ACP UTC may be substituted as long as required skill-levels and quantities are maintained.

Note 3: Provides augmentation for CP work centers. Provides C2 operations coordinating air operation within the AOR to include a variety of tactical airlift and support aircraft, air tasking order production and mission data collection. Any 9ACP UTC may be substituted as long as required skill-levels and quantities are maintained.

Note 4: Provides stand-alone C2 capability during nuclear operations to provide C2 support to the nuclear bomber force .

Note 5: Provides augmentation for CP work centers. Provides C2 operations coordinating air operations within the AOR to include a variety of tactical airlift and support aircraft, air tasking order production and mission data collections. Any 9ACP UTC may be substituted as long as required skill-levels and quantities are maintained.

Note 6: Provides CP for reconnaissance forces or directed nuclear ops at FOLs. Enables the recon task force commander (RTF/CC) to exercise C2 over assigned forces to include control of tankers CHOPPED to RTF/CC. Assigned controllers must be certified in procedures for reconnaissance aircraft and qualified to operate the amp system or applicable follow-on system. All positions may be filled with either 1C3X1's or 086P0 as long as the above requirements are met. Controllers require excess carry-on baggage (up to four each to facilitate movement or classified items). Additional seating to support movement is authorized. Excess baggage is authorized to support equipment and mobility bag gear movement. 6KTAN must be executed with this UTC.

Note 7: Non-Standard UTC.

Note 8: Provides the capability to recover and regenerate 20 KC-135R aircraft at wartime locations during Post/Trans attack periods.

Chapter 12

COMMAND POST INSPECTIONS/ASSISTANCE VISITS

12.1. Overview. The SAV/FAV, Self-Inspection (SI), and Compliance Inspection (CI) programs are designed to review unit CP programs for compliance with published guidance. Additionally, the SAV and FAV programs provide command advice, clarification, and assistance to facilitate unit compliance with existing policies, and identify potential deficiencies and corrective actions.

12.2. SAV/FAV. SAVs/FAVs are not IG-related inspections. SAVs/FAVs are periodic/recurring visits from MAJCOM headquarters functional experts to headquarters and subordinate CPs. The purpose of the program is to enhance standardization; ensure the effectiveness of training, procedures, equipment, and facilities; improve resource management and mission effectiveness, and assist CP managers in identifying and correcting deficiencies. Teams will not give IG-type ratings related to programs or personnel performance.

12.2.1. SAVs/FAVs will occur at MAJCOM discretion.

12.2.2. SAVs/FAVs may be requested by the unit commander or directed by the MAJCOM Director of Operations.

12.2.2.1. Unit commander SAV/FAV requests should be forwarded to appropriate MFM or MAJCOM CP Policy and Procedures Branch. The body of the request should provide the following information:

12.2.2.1.1. What specific areas the unit commander wants reviewed (e.g., SORTS, mission monitoring).

12.2.2.1.2. Time frame the unit commander wants the SAV/FAV to be conducted.

12.2.2.1.3. Complete justification.

12.2.2.1.4. Name, rank, and phone numbers of the CP POC.

12.2.3. CP SAVs will not be conducted three or fewer months before or after a unit's target inspection/evaluation month, unless otherwise approved by the MFM.

12.2.4. MAJCOMs will supplement this paragraph to provide subordinate units with MAJCOM SAV/FAV program guidance.

12.3. Self-Inspection Program (SIP). CP managers will develop, maintain, and utilize a SIP to continuously monitor unit compliance. MAJCOM Self-Inspection Checklists (SICs) will be accomplished semiannually for Active Duty CPs and annually for ARC CPs. Open items will be reviewed, documented, and monitored IAW MAJCOM guidance. The CP Chief will appoint the SIP Monitor in writing; the SIP monitor will be the CP Superintendent or another SNCO assigned to the CP.

12.3.1. Unit SIP must:

12.3.1.1. Be locally tailored to the organization's structure and mission.

12.3.1.2. Contain oversight mechanisms to provide adequate coverage of the organization's mission, resources, training, and people programs. These mechanisms

may consist of periodically administered checklists, quality control or assurance reviews, internal audits, functional inspections, management information systems, numerical summaries, management objective reviews, analysis programs (trend, management, or comparative), etc.

12.3.1.3. Identify problems without regard to the difficulty of resolution.

12.3.1.4. Contain a feedback mechanism, so identified problems can be tracked until resolved, waivers or outside assistance obtained, or limiting factors reported formally.

12.3.1.5. Contain a mechanism that will, according to importance or severity, direct problems to the proper level for action or attention.

12.3.1.6. Ensure self-inspections are conducted IAW installation directives or singularly as a CP-only function.

12.3.2. Maintain the following items in a SIP binder:

12.3.2.1. Unit SICs, providing comprehensive, semiannual inspections of all aspects of CP functions and procedures.

12.3.2.2. The last two completed SICs; the last SAV, CI, ORI, OPLAN 8010, and NSI IG generated reports; and documentation of follow-up corrective actions through resolution.

12.3.2.3. A method of tracking deficiencies until they are closed (e.g., waiver approved or assistance is obtained). Documentation will reflect all actions taken to date.

12.4. Formal Inspections. Formal Inspections (CI, ORI, NSI, etc.) are conducted to assess areas mandated by law, mission areas that are critical or important to the health and performance of organizations, and unit capabilities. Unit failure to comply with the established directives, performance, or capabilities in these areas could result in legal liabilities, penalties, severe injury, or negative mission impact.

12.4.1. Locations where one CP supports multiple MAJCOMS, the MAJCOM that owns the installation will be responsible for conducting the CI. The report will be shared with the supporting MAJCOMs, and will suffice for the supporting MAJCOM CI requirements.

12.4.2. The CP is responsible to meet all supported MAJCOM mission/inspection requirements.

12.4.3. CIs/ORIs/NSIs are conducted IAW AFI 90-201 and MAJCOM supplements.

Chapter 13

COMMAND POST ENLISTED FORCE COUNCIL

13.1. Command Post Enlisted Force Council.

13.1.1. The following are core members of the CPEFC:

13.1.2. AFCFM - CPEFC Chairman.

13.1.3. NGB 1C3X1 FM.

13.1.4. MAJCOM 1C3X1 FM.

13.1.5. Joint/Unified/Combined Command 1C300 Chiefs.

13.1.6. Other organizations may be invited to participate in force development discussions on issues that impact their missions/organizations, to include AF/A1 organizations, AFPC/DPW personnel, Chief of 1C3X1 Enlisted Assignments, etc.

13.2. CPEFC chartered to:

13.2.1. Focus on specific issues directed by AF/A3O.

13.2.2. Develop recommendations related to assignments, training, education, utilization, and force development of enlisted CP personnel serving at the tactical, operational, and strategic levels.

13.2.3. Develop/implement guidance on specific CP enlisted developmental/educational programs. The CPEFC will establish mechanisms to educate/inform the CP enlisted force of developmental programs and assignment opportunities.

13.2.4. Establish and maintain SMSgt and CMSgt position priority lists. These lists identify position priority order for assignment actions.

13.2.5. Monitor the overall health of the CP enlisted force and prepare recommendations to improve enlisted force retention, utilization, and employment.

13.2.6. Provide advice, guidance, and assistance to AF/A3O, the AFCFM, the functional community, and HAF offices on issues related to the CP enlisted force.

13.2.7. Evaluate AF policies, instructions, and procedures and their impact on the CP enlisted force. Provide documentation, support information, and recommended changes to AFI and policy updates/revisions.

13.2.8. Assist the AFCFM in reviewing/validating manpower and training requirements and establishing manning priorities.

13.2.9. Ensure training and educational programs are mapped to AF core competencies and CP distinctive capabilities.

13.2.10. The CPEFC will meet at least twice a year. Meetings may be conducted in conjunction with other forums, such as Utilization and Training Workshops (U&TW), Worldwide CP Conferences, etc.

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(AFRC)

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Director, Air, Space, and Information Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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CJCSM 3150.03D, *Joint Reporting Structure Event and Incident Reports*, 07 Sep 10

CJCSI 3231.01B, *Safeguarding Nuclear Command and Control Extremely Sensitive Information*, 21 Jun 06

AFPD 10-2, *Readiness*, 30 Oct 2006

AFPD 10-25, *Emergency Management*, 26 Sep 2007

AFPAM 10-100, *Airman's Manual*, 01 Mar 2009

AFI 10-201, *Status of Resources and Training System*, 13 Apr 2006

AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders*, 27 Sep 2010

AFI 10-206, *Operational Reporting*, 6 Sep 2011

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AFI 10-401, *Air Force Operations Planning and Execution*, 07 Dec 2006

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AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, 11 Nov 1994

AFI 11-289, *Phoenix Banner, Silver, and Copper Operations*, 16 Feb 2006

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AFI 25-201, *Support Agreements Procedures*, 01 May 2005

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AFI 31-401, *Information Security Program Management*, 01 Nov 2005

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AFI 33-360, *Publications and Forms Management*, 18 May 2006

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AFI 90-1001, *Responsibilities for Total Force Integration*, 29 May 2007

AFI 91-101, *Air Force Nuclear Weapons Surety Program*, 13 Oct 2010

AFI 91-204, *Safety Investigations and Reports*, 24 Sep 2008

AFMS 135A, *Command Post*, 30 Apr 2003

1C3X1 CFETP, *Command Post*, 12 Oct 2010

USAF War and Mobilization Plan, Volume 3, Part 1, *Combat Forces (S)*

NOTE: All references marked with an “*” are used to assist CP managers in determining which publications should be maintained in the CP publications library (to include this AFI). The list is not all-inclusive and is intended primarily as a guide. MAJCOMs will determine which publications (if any) may be maintained electronically.

Prescribed Forms

AF Form 4371, *Record of Controller Formal Training*, 4 Apr 08

AF Form 4372, *Record of Controller Recurring Training*, 10 Jan 12

AF Form 4374, *Command Post/Center Controller Certification Record*, 29 Dec 11

AF Form 4377, *Events Log*, 4 Apr 08

AF Form 4436, *Command Post Publications Review Log*, 29 Dec 11

Adopted Forms

AF Form 422, *Notification of Air Force Member's Qualification Status*, 25 Oct 07

AF Form 623, *Individual Training Record Folder*, 1 Oct 96

AF Form 623A, *On-the-Job Training Record – Continuation Sheet*, 1 Mar 79

AF Form 1109, *Visitor Register Log*, 26 Sep 97

AF Form 2586, *Unescorted Entry Authorization Certificate*, 1 Oct 98

Abbreviations and Acronyms

AC—Active Component

ACFP—Advanced Computer Flight Plan

ACM—Additional Crew Member

CAN—Authorization Change Notice

ACP—Alternate Command Post

ACR—Authorization Change Request

ADCON—Administrative Control

AEF—Air and Space Expeditionary Force

AEW—Air Expeditionary Wing

AFCFM—Air Force Career Field Manager

AFCHQ—Air Force Component Headquarters

AFECD—Air Force Enlisted Classification Directory

AFI—Air Force Instruction

AFIMS—Air Force Information Management System

AFJQS—Air Force Job Qualification Standards

AFKN—Air Force Knowledge Now

AFMA—Air Force Manpower Agency

AFMS—Air Force Manpower Standard

AFMSS—Air Force Mission Support System

AFOG—Air Force Operations Group

AFPC/DPW—Air Force Personnel Center/DPW

AFPD—Air Force Policy Doctrine

AFRC—Air Force Reserve Command

AFRCC—Air Force Rescue Coordination Center

AFRIMS—Air Force Record Information Management System

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSWC—Air Force Service Watch Cell

AKRCC—Alaska Rescue Coordination Center

AMC—Air Mobility Command

AMCC—Air Mobility Control Center
AMD—Air Mobility Division
AMHS—Automated Message Handling System
AMS—Air Mobility Squadron
ANG—Air National Guard
APD—Automated Data Processing
AOC—Air Operations Center
ARC—Air Reserve Component
ART—AEF Reporting Tool
ART—Air Reserve Technician
AST—Alaska State Troopers
ATO—Air Tasking Order
ATOC—Air Transportation Operations Center
ATP—Annual Training Plan
ATS—Air Traffic Service
BAS—Basic Allowance for Subsistence
BCE—Base Civil Engineering
BDOC—Base Defense Operations Center
C2—Command and Control
C4I—Command, Control, Computers, Communications and Intelligence
CAF—Combat Air Forces
CAT—Crisis Action Team
CBC—Controller Basic Checklist
CBRNE—Chemical, Biological, Radiological, Nuclear and High-Yield Explosive
CCP—Command and Control Procedures
CCFV—Closed Circuit Flightline Video
CFETP—Career Field Education and Training Plan
CFP—Computer Flight Plan
CG—Computer Generated
CHOP—Change of Operational Control
CI—Compliance Inspection
CIF—Controller Information File

CMS—Capabilities Based Manpower Study
COCOM—Combatant Command
COMPUSEC—Computer Security
COMSEC—Communications Security
CONOPS—Concept of Operations
COOP—Continuity of Operations
CP—Command Post
CPEFC—Command Post Enlisted Force Council
CPG—Career Progression Group
CRO—COMSEC Responsible Officer
CSAR—Combat Search and Rescue
CSBM—Confidence and Security Building Measures
CSS—Commander’s Support Staff
CWC—Chemical Weapons Convention
DAFIF—Digital Aeronautical Flight Information File
DAS—Date Arrived Station
DCS—Deputy Chief of Staff
DEFCON—Defense Readiness Condition
DEROS—Date Estimated Return from Overseas
DCS—Defense Communication System
DIRMOBFOR—Director of Mobility Forces
DMS—Defense Messaging System
DOC—Designed Operational Capability
DoD—Department of Defense
DOT—Department of Transportation
DRU—Direct Reporting Unit
DSN—Defense Switching Network
DV—Distinguished Visitor
EA—Emergency Actions
EAC—Emergency Action Checklist
EAL—Entry Authority List
EAM—Emergency Action Messages

EAP—Emergency Action Procedures
EET—Exercise Evaluation Team
EMSEC—Emissions Security
EOC—Emergency Operations Center
ETIC—Estimated Time in Commission
FAM—Functional Area Manager
FAV—Functional Assistance Visit
FM—Functional Manager
FPCON—Force Protection Condition
FOA—Forward Operating Agency
GAS—Graduate Assessment Survey
GCCS—Global Command Control System
GDSS—Global Decision Support System
GKT—General Knowledge Test
GSA—General Services Administration
HAF—Headquarters Air Force
IAAP—Information Assurance Assessment & Assistance Program
IC2—Installation Command and Control
IDO—Installation Deployment Officer
IFE—In-Flight Emergency
INFOCON—Information Operations Condition
INWS—Installation Notification Warning System
ISD—Instructional System Development
JFACC—Joint Forces Air Component Commander
JFC—Joint Forces Commander
JNC2—Joint Nuclear Command and Control Course
JSETS—Joint Search and Rescue Satellite (SARSAT) Electronic Tracking System
JTIC—Joint Test Interoperability Command
JPRC—Joint Personnel Recovery Center
LAN—Local Area Network
LERTCON—Alert Condition
LMF—Local Monitoring Facility

LMR—Land Mobile Radio
MAF—Mobility Air Forces
MEGP—Mission Essential Ground Personnel
MFM—MAJCOM Functional Manager
MICAP—Mission Impaired Capability Awaiting Parts
MOA—Memorandum of Agreement
MOC—Maintenance Operations Center
MOU—Memorandum of Understanding
MPA—Military Personnel Account
MTL—Master Task List
MTP—Master Training Plan
MUNSS—Munitions Support Squadron
NAT—North Atlantic Track
NEW—Net Explosive Weight
NPS—National Park Service
NMCC—National Military Command Center
NMCS—National Military Command System
NSI—Nuclear Surety Inspection
NSNF—Nonstrategic Nuclear Forces
NSP—National Search and Rescue Plan
OPCON—Operational Control
OPLAN—Operation Plan
OPREP—Operational Report
OPSEC—Operations Security
ORI—Operational Readiness Inspection
OS—Open Skies
PEC—Program Element Code
PL—Protection Level
PLB—Personal Locator Beacon
PNAF—Prime Nuclear Airlift Force
POC—Point of Contact
POI—Plans of Instruction

PRP—Personnel Reliability Program
QRC—Quick Reaction Checklist
RAB—Restricted Area Badge
RCC—Rescue Coordination Center
RDS—Record Disposition Schedule
RCR—Runway Condition Reading
RMF—Remote Monitoring Facility
SAAM—Special Assignment Airlift Missions
SAR—Search and Rescue
SARSAT—Search and Rescue Satellite
SATCOM—Satellite Communications
SAV—Staff Assistance Visit
SCN—Secondary Crash Network
SDI—Special Duty Identifier
SEI—Special Experience Identifier
SEV—Stockpile Emergency Verification
SF—Security Forces
SFAM—Strategic Force Accounting Module
SIC—Self-Inspection Checklist
SIP—Self-Inspection Program
SMT—Shelter Management Team
SOE—Sequence of Events
SOF—Special Operations Force
SORTS—Status of Resources and Training System
SRR—Search and Rescue Region
SRT—Scheduled Return Time
START—Strategic Arms Reduction Treaty
STE—Secure Terminal Equipment
TACON—Tactical Control
TACSAT—Tactical Satellite Communications
TBMCS—Theater Battle Management Core System
TBMCS—FL - Theater Battle Management Core System - Force Level

TBMCS—UL - Theater Battle Management Core System - Unit Level

TFE—Total Force Enterprise

TPC—Two-Person Control

TPI—Two-Person Integrity

TR—Traditional Reservists

TRA—Theater Readiness Action

TSCA—TS Control Account

TSCO—TS Control Officer

TSV—Tactical Secure Voice

U&TW—Utilization and Training Workshop

UGT—Upgrade Training

UMD—Unit Manpower Document

UPMR—Unit Personnel Management Roster

UPS—Uninterrupted Power Supply

USCG—United States Coast Guard

USMTF—United States Message Text Format

UTA—Unit Training Assembly

UTC—Universal Time Coordinated

UTC—Unit Type Code

UTP—Unit Training Plan

VVIP—Very, Very Important Parts

WAPS—Weighted Airman Promotion System

WMP—War and Mobilization Plan

Terms

Advanced Computer Flight Plan (ACFP)—An AMC document that provides flight crews with winded, optimized flight plans for improved fuel economy and increased payloads. The flight planner uses a Microsoft Windows based interface and communicates with the mainframe located at Scott AFB, IL. Once the optimized flight plans are calculated, they are returned to the user. Flight plans can be received in a format which will allow the user to open that flight plan in PFPS (Portable Flight Planning Software), ultimately allowing the user to manipulate the data and/or load the flight plan electronically into the aircraft mission computer. Creates electronic flight plan Forms 175 and 1801 for filing with FAA. Database derived from Digital Aeronautical Flight Information File (DAFIF) provided by NIMA. Future developments include a web-based interface and improved interoperability with AFMSS and AMC C2 systems.

Aeromedical Evacuation (AE)—Airlift service provided for the movement of patients by AMC aircraft assigned for aeromedical evacuation purposes.

Air and Space Expeditionary Force (AEF)—An organization comprised of air and space capabilities that provides tailored force packages to meet combatant commander needs across the full spectrum of military operations. AEFs are inherently capable of performing one or more of the AF's basic functions: Counterair, counterspace, counterland, countersea, strategic attack, counterinformation, C2, airlift, air refueling, spacelift, space support, special operations employment, intelligence, surveillance, reconnaissance, and combat search and rescue. The fundamental underpinning to the sustained execution of these functions is the AF's ability to provide the full complement of Expeditionary Combat Support forces.

Air Mobility Control Center (AMCC)—AMCC is the functional name for the C2 flight that is a part of each AMS. AMCCs provide C2 support at key en route locations. Normally OCONUS AMCCs manage all aircraft and aircrews operating AMC and AMC-gained missions through their location. Assigned personnel monitor strategic mobility missions, report mission movement, and coordinate ground support activities to include maintenance, aerial port services, and aircrew support for all AMC and AMC-gained missions transiting their station.

Air Mobility Division (AMD)—The air mobility division of an AOC plans, coordinates, tasks, and executes air mobility operations for the COMAFFOR/JFACC. As one of the five divisions of the AOC under the AOC Director, the AMD provides integration and support of all JOA air mobility missions. The AMD Chief ensures the division effectively participates in the AOC planning and execution process. The AOC director provides policy and guidance to the AMD regarding the air and space planning and execution process. The AMD tasks intratheater air mobility forces through wing and unit command posts when those forces operate from home bases, and through applicable forward C2 nodes. The AMD usually consists of the following four teams: the air mobility control team (AMCT), the airlift control team (ALCT), the air refueling control team (ARCT), and the aero medical evacuation control team (AECT). The DIRMOBFOR should be collocated in the AOC to facilitate their close working relationship with the AMD.

Air Operations Center (AOC)—The senior agency of the AF component commander that provides C2 of AF air and space operations and coordinates with other components and services.

Augmented Aircrew—A basic aircrew supplemented by additional aircrew members to permit in-flight rest periods. As a minimum, an augmented crew provides for in-flight rest for crewmembers, if they are authorized and required for aircraft being flown or missions being performed.

Authentication—A security measure designed to protect a communication system against the acceptance of fraudulent transmission or simulation by establishing the validity of a message, transmission, or originator.

Border Clearance—Those clearances and inspections required to comply with Federal, state, and local Agricultural, Customs, Immigration, and immunization requirements.

Change Of Operational Control (CHOP)—The date and time (Greenwich Mean Time-GMT) at which the responsibility for operational control of a force or unit passes from one operational control authority to another. The CHOP point is the geographical position where responsibility for operational control of a mission is transferred.

Closed Circuit Flightline Video (CCFV)—Provides closed circuit television system with taping capability. Monitors and camera controls are located in AMC CPs, AMCCs, and SFCCs. Cameras are strategically placed and monitor aircraft parking, maintenance, and loading areas.

CLOSE HOLD Missions—Certain highly sensitive missions that require special handling, limited access, and modification to normal C2 procedures.

CLOSE WATCH Missions—Term used to ensure designated missions receive special attention, all possible actions are taken to ensure on-time accomplishment, and users are notified when delays occur or can be anticipated.

Command and Control (C2)—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces/operations in the accomplishment of the mission.

Command and Control System—The facilities, equipment, communications, procedures, and personnel essential to a commander for planning, directing, and controlling operations of assigned forces pursuant to the mission.

Command Center—The Command Center serves as the Higher Headquarters (HHQs) full-time 24/7 C2 node. The Command Center is a direct representative of the HHQs commander and serves as the focal point of the HHQs operation, and as such receives and disseminates laterally, up and down the chain-of-command) orders, information, and requests necessary for the C2 of assigned forces and operations.

Command Post (CP)—The CP serves as one of the Installation's Command and Control (IC2) full-time 24/7 C2 nodes, directly responsible to the installation commander for IC2. The CP is a direct representative of the (installation) commander and serves as the focal point of the unit operation, and as such receives and disseminates orders, information, and requests necessary for the C2 of assigned forces and operations.

Command Post Managers—The CP Chief and Superintendent directly in charge of the CP. **NOTE:** Unless specifically addressed, the use of the term "CP managers" in this AFI implies actions may be completed by either the Chief or Superintendent.

Contingency Response Group (CRG)—CRGs are designed to be first responders for opening airbases. These units will bridge the gap between the seizure forces and the follow-on combat/expeditionary combat support forces. CRGs are critical to the AF's ability to rapidly deploy U.S. military forces and initiate air operations of any type in minimal time at any base or location around the globe. CRGs may also provide C2, aerial port services, quick turn maintenance, force protection and various airbase support capabilities for AMC's Global Mobility mission. The CRG CONOPs and AFI 10-202, *Contingency Response Groups*, describes CRG operations.

Crisis Action Team (CAT)—A staff formed by the commander to plan, direct, and coordinate forces in response to contingencies, crises, natural/manmade disasters, or wartime situations. The CAT develops courses of action and executes the commander's and HHQ's directives. The composition and function of the CAT is largely mission driven and therefore a MAJCOM or unit commander prerogative. However, membership for the CAT is most frequently a combination

of the commander's senior staff and special staff which includes a CP representative. The composition of a CAT varies according to the situation.

Defense Switching Network (DSN)—The basic general-purpose switched voice network of the Defense Communications System (DCS).

Diversion—Operational term for the in-flight change of an aircraft's intended destination to any other airfield. Diversion is differentiated from a reroute in that a diversion occurs during flight.

DV/VIP—Distinguished visitor/very important person. Military passengers, including those of friendly nations, of star, flag rank, or equivalent status to include diplomats, cabinet members, and members of Congress. Others may be designated as VIPs due to their mission or position by the agency of the Department of Defense authorizing the individual's travel. BLUE BARK passengers are handled by AMC as VIPs. DV/VIP Codes are listed in the DoD Flight Information Publication, *General Planning*, Table A1.1 para 4-3:

Designator Letter	Service Category—A	Air Force
R	Army	
C	Coast Guard	
M	Marine Corps	
V	Navy	
S	Civilian	
F	Foreign Civilian or Military	
1	President, Head of State of Foreign Country, or Reigning Royalty	
2	Vice President, Governor (in his own state), former Presidents, Cabinet members, CJCS, Service Chiefs, Unified/Specified Command Commanders (4 star rank)	
3	Governor of Guam/Virgin Islands, General/Admiral (O—10), Unified/Specified Command Vice-Commanders (3 star rank)	
4	Lieutenant Generals/Vice Admirals (O—9), GS-18	
5	Major Generals/Rear Admirals (upper half) (O—8), GS-17	
6	Brigadier Generals/Rear Admirals (lower half) (O—7), GS-16	
7	Colonels (USAF, USA, USMC)/Captains (USN/USCG) (O—6), GS/GM-15	
8	Senior Enlisted Advisors of the Armed Services (E—9)	

Emergency Actions (EA)—The term used by C2 agencies identifying actions, procedures, and communications used during periods of tension or increased readiness, whether or not an increased LERTCON/DEFCON has been declared.

Emergency Action Messages (EAM)—Messages through which JCS and subordinate commanders pass significant directives to their forces.

Emergency Operations Center (EOC)—The central emergency management C2 element for expanded emergency or contingency response operations that require additional support beyond

the Incident Command Staff capabilities; including major accidents, natural disasters, enemy attack, and terrorist use of CBRNE materials. The EOC is organized into 15 Emergency Support Functions (ESF), as mandated by the Air Force Incident Management System (AFIMS) and identified in AFI 10-2501.

En Route Station—Station between points of origin and destination at which missions will stop.

Flight Manager—Flight Managers are trained in accordance with (IAW) AFI 11-255, Volume 1, Integrated Flight Management Training, and evaluated and certified IAW FAA, AF, and MAJCOM standards. Flight Managers confirm information (weather, NOTAM, intelligence) needed to plan assigned sorties is accurate, complete, and deconflicted; create risk-mitigated flight plans; file flight plans with ATS, prepare, publish, and transmit accurate and complete ADP's, provide verbal departure briefings to aircrews when contacted by the aircrew, flight watch the sortie from takeoff to landing assisting aircrews in execution as required, and coordinate sortie mission issues with appropriate authorities. They serve as the focal point of a centralized support network which proactively monitors the sortie's operational environment, predicatively analyzes changes in key information elements that could pose hazards/risks to sortie success, derives alternatives and pushes actionable plans (dynamic retasking) to the aircrew and ATS.

Force Protection Condition (FPCON)—The FPCON system is a program standardizing the military services identification of, and recommended responses to terrorist threats against U.S. personnel and facilities. FPCONs are declared IAW AFI 31-101. Complete descriptions and

measures are detailed in AFI 31—245, *Antiterrorism(AT)*.

Global Command and Control System (GCCS)—GCCS is a single, global C4I architecture to support the war fighter, whether from a foxhole or from a Combatant Commander's CP. A major part of the initial GCCS application environment is JOPES, which was migrated, translated, and developed from legacy and prototype subsystems, to run within the GCCS infrastructure.

Global Decision Support System (GDSS)— GDSS is used for MAF and SOF aircraft worldwide. It is also used by CAF for selected missions. It is capable of unclassified/classified operations and interfaces with over 40 systems, to include GCCS and TBMCS accessed via GDSS client, remotely from the WWW, with a deployable remote (disconnect) capability. AMC is the lead command, responsible for GDSS development, testing, fielding, requirements, and application training.

Greenwich Mean Time (GMT)—Also called Zulu time. Used as the standard time throughout the world.

Hazardous Cargo/Materials— Explosive, toxic, caustic, nuclear, combustible, flammable, biologically infectious, or poisonous materials that may directly endanger human life or property, particularly if misused, mishandled, or involved in accidents.

Information Operations Condition (INFOCON)—Identifies the criteria for posturing forces to combat attacks against our information infrastructure. INFOCONs will be established to defend against a different type of warfare that's not limited to physical boundaries. INFOCONs address protection of AF assets against electronic offensive actions and defensive countermeasures, jamming, and denial of service. They will also prompt the response to generate offensive forces

and detail defensive countermeasures. An INFOCON establishes specific alert levels and defines graduated response AF commanders must take at all organizational levels.

Installation Commander—The individual typically responsible for all operations performed by an installation, normally the host unit commander.

Installation Command and Control (IC2)—The IC2 construct provides the commander of a USAF home station or a deployed AEW/AEG to an expeditionary base with a single, consolidated C2 center from which to monitor, assess, plan, and execute the full range of installation activities. A key function of IC2 is the CP, other key IC2 functions may include the CAT, MOC, EOC, SFD, Fire (911), and a basic intelligence function. Regardless of physical location, all IC2 nodes should be linked virtually (virtual IC2) to expedite information flow during disasters/contingencies.

Installation Notification Warning Systems (INWS)—The INWS is a combination of methods using audible and visual signals, verbal messages, and electronic communication.

Communication modes include sirens, horns, radio tone alerting, MNS, unaided voice systems, public and broadcast address systems, local area network messaging, telephone alert conferencing, pagers, television, radio, flags, signs, and other electronic or mechanical methods. See UFC 4—021-01 for details about warning standards.

International Civil Aviation Organization (ICAO) Codes—Four letter codes that identify specific locations. The first letter indicates the ICAO region and the nation/location by the last three letters. All Continental US codes begin with "K." (For example: "KCHS" designates Charleston AFB and "KDOV" stands for Dover AFB.) This listing also includes Encode and Decode listings, e.g., 4-letter code to airport and airport to 4-letter code.

Jabber—Common instant messaging platform that works in a fashion similar to chat rooms, using a distributed architecture. CPs utilize SIPRNet Jabber to transmit time sensitive operational information (AF OPREP-3s).

Joint Airborne/Air Transportability Training (JA/ATT)—A JCS-directed, AMC-managed program which provides basic airborne and combat airlift proficiency/continuation training for airdrop, assault landing, and aircraft static loading conducted in a joint DoD environment. It ensures continued combat readiness of forces assigned and/or programmed for assignment to unified commands.

Mission Management—The function of organizing, planning, directing, and controlling airlift and/or tanker mission operating worldwide. Mission management includes mission execution authority, the authority to direct where and when a mission goes and what it does once it arrives there.

Mission Monitoring—The function of organizing, planning, directing (limited), and controlling aircraft operations. Mission monitoring does not include mission execution authority.

Operations Center—The facility or location on an installation/base used by the commander to command, control, and coordinate all crisis activities.

Operational Readiness—JCS defines Operational Readiness as the capability of a unit, weapon system, or equipment to perform the mission or function it is organized or designed to undertake. It may also be used in general sense to express a level or degree of readiness posture. When used

in this latter context, JCS has directed all references to readiness posture be classified a minimum of SECRET.

Operational Unit—A numbered AF organization, which employs assigned combat air, space and cyber forces, and is listed in USAF War and Mobilization Plan (WMP), Volume 3, Part 1, Combat Forces (WMP-3).

Prime Nuclear Airlift Force (PNAF)—Designated AMC airlift squadrons and aircrews trained and certified for peacetime movement of nuclear cargo.

Rescue Coordination Center (RCC)—A primary search and rescue facility suitably staffed by supervisory personnel and equipped for coordinating and controlling search and rescue and/or combat search and rescue operations. Personnel of a single service or component operate the facility unilaterally.

Strategic Knowledge Integration Web (SKIWeb)—provides net-centric, asynchronous, collaborative event management capability in order to improve situational awareness for all SIPRNET and Joint Worldwide Intelligence Communications System (JWICS) authorized users.

Special Assignment Airlift Mission (SAAM)—Those airlift requirements that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors that preclude the use of channel airlift.

Special Air Mission (SAM)—Those missions operated by the 89 AW in support of the special airlift requirements of the Department of Defense.

Status of Resources and Training System (SORTS)—The Joint Staff controlled system that provides authoritative identification, location, and resource information to the President, Secretary of Defense, and the JCS.

United States Message Text Format (USMTF) Program—The Secretary of Defense mandated message format standard. The objective of the program is to produce messages that are both human readable and machine processable; reduce the time and effort required to draft, transmit, analyze, interpret, and process messages; improve information exchange through vocabulary control; provide uniform reporting procedures to be used in all defense conditions from peacetime through crises, war, and post-attack; and facilitate exchange information between the United States and allied commands; and reduce or eliminate dual reporting by U.S. units when they operate with allied commands or units or after their change of operational control to allied nations or organizations.

Very, Very Important Parts (VVIP)—A designation applied to certain spare aircraft parts which due to their high value, critical shortage, or immediate need to support NMCS requirements, must receive special handling during shipment.

ZULU—UTC, used as the prime basis of standard time throughout the world. ZULU time is used in all EAMs, events logs, and AF OPREP-3s.

Attachment 2

WAIVER TEMPLATE

Figure A2.1. Waiver Format

<p>MEMORANDUM FOR Wing/CC</p> <p>FROM: Wing/CP</p> <p>SUBJECT: Type of Waiver</p> <p>1. Justification</p> <p>2. POC.</p> <p style="text-align: right; margin-right: 50px;">//signed/initials/date// Signature Block CP Management</p> <p>1st Ind, Wing/CC</p> <p>MEMORANDUM FOR MAJCOM/MFM or Designated Rep</p> <p>Approved/Disapproved</p> <p style="text-align: right; margin-right: 50px;">//Signed/initials/date// Signature Block Commander</p> <p>2nd Ind, MAJCOM/MFM or Designated Rep</p> <p>MEMORANDUM FOR AF/CFM or A3O-AC</p> <p>Approved/Disapproved</p> <p style="text-align: right; margin-right: 50px;">//Signed/initials/date// Signature Block MAJCOM/MFM or Designated Rep</p> <p>3rd Ind, AF/CFM or A3O-AC</p> <p>MEMORANDUM FOR Wing/CP</p> <p>Approved/Disapproved</p> <p style="text-align: right; margin-right: 50px;">//Signed/initials/date// Signature Block AF/CFM or A3O-AC</p>	<p>Date</p>
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Attachment 3

RETRAINING INTERVIEW REQUIREMENTS

A3.1. The following items are intended to provide an effective means of assessing if an individual meets the mandatory requirements for entry into the 1C3X1 CP AFSC career field. All references in items A3.1.1. – A3.1.11. are taken from the 1C3X1 CFETP, AFI 10-207, AFI 48-123, *Medical Examinations Standards*, and the Air Force Enlisted Classification Directory (AFECD).

A3.1.1. Individual must be interviewed by the CP Chief/Superintendent.

A3.1.2. Individual must be eligible for a TS security clearance.

A3.1.3. Individual must have an AQE score of 67 in the General category and a 55 in the Admin category of the AF Aptitude Test.

A3.1.4. Individual must be able to speak clearly and distinctly and have normal color vision as defined in AFI 48-123.

A3.1.5. Individual must be a United States citizen.

A3.1.6. Individual must have a completed AF Form 422, *Physical Profile Serial Report*. The form must indicate at least a two (2) for areas “P, U, L, and E” and a one (1) for areas “H and S”. It must also indicate the individual is worldwide qualified, passed color vision examination, is medically qualified for mobility, and is able to speak English clearly and distinctly as demonstrated through successful completion of the Reading Aloud Test (RAT) administered IAW AFI 48-123.

A3.1.7. The interviewer will request the individual bring a Report Individual Personnel (RIP) printout and his/her last five (5) EPRs (or as many as the individual has on file).

A3.1.8. As part of the interview, give the individual a tour of the CP, explain the controller positions, overhead positions, shift work schedules, training and certification requirements, monthly testing requirements, and general career progression as explained in the 1C3X1 CFETP.

A3.1.9. If the workload and classification environment permits, the individual should be allowed to sit in the console area with certified CP controllers to “get a feel” for CP operations and to talk with his/her future peers.

A3.1.10. Advise the individual applying for retraining that the AFCFM must approve the recommendation to retrain into the 1C3X1 CP AFSC career field (not applicable to the ARC). Additionally, advise the individual an approved waiver is required to enter the career field if the individual fails to meet the requirements in para A3.1.1. – A3.1.7. above. Waiver authority is the AFCFM.

A3.1.11. Prepare a letter of recommendation or disapproval to be included in the individual’s Retraining Application Package. Address the memorandum through the 1C3 MFM/COCOM Functional Area Manager (FAM) to the 1C3X1 AFCFM.

A3.1.12. As the final approval authority, the AFCFM will send back a letter of approval/disapproval to the 1C3 MFM/COCOM FAM for distribution back to the individual and their MPF retraining section.

Attachment 4

MANNING REPORT FORMAT

Figure A4.1. Sample Manning Report

POSITION NUMBER	AUTH RANK	ASGN RANK	AUTH/ASGN AFSC	NAME	CERT TYPE	DAS	PCS PROJ	DEPLOY STATUS
REMARKS:								
0001233	LT COL	MAJ	86P	DOE	TNG	13 NOV 06	-	MAR 04
REMARKS: CP CHIEF; SCI; PRP; PROJECTED C2OP CERTIFICATION DATE 25 JAN 07; AEF 1/2.								
0001234	SMSGT	SMSGT	1C391/1C391	SMITH	C2OP	1 JAN 06	-	MAY 05
REMARKS: CP SUPERINTENDENT; ITS; TASKED FOR AEF 5/6, PDD 26 DEC 06; SEI 903 AWARDED; AEF 5/6.								
0001238	MSGT	MSGT	1C371/1C371	HARRIS	MULTI	15 JUN 05	-	JAN 06
REMARKS: NCOIC CONSOLE OPS; SCI; PRP; SEI 903 AWARDED; AEF 9/10; PROJECTED RETIREMENT DATE: 1 JUN 07.								
0001235	TSGT	TSGT	1C371/1C371	WILSON	MULTI	15 MAR 04	JUN 07	DEPLOYED
REMARKS: NCOIC TRAINING; SCI; PRP; SEI 903 AWARDED; AEF 3/4.								
0001236	TSGT	SSGT	1C371/1C371	JONES	MULTI	26 AUG 04	-	MAY 06
REMARKS: NCOIC REPORTS; TS; PRP; TDY NCO ACADEMY, ETR 14 FEB 07; SEI 903 AWARDED; AEF 1/2.								
0001231	SSGT	SSGT	1C351/1C351	JOHNSON	C2OP	21 AUG 05	-	MAY 05
REMARKS: TS; PRP; SEI 903 AWARDED; AEF 7/8.								
0001230	SSGT	SSGT	SSGT	BROWN	C2OP	10 APR 03	MAR 07	MAY 05
REMARKS: TS; PRP; SEI 903 AWARDED; AEF 9/10.								
0001232	SSGT	SSGT	1C351/1C331	GREENE	TNG	12 DEC 06	-	NONE
REMARKS: TS; INTERIM PRP; CURRENTLY A 1C331 DUE TO RETRAINING, IN UGT TO 1C351; AEF 5/6.								
0001237	SSGT	SSGT	1C351/1C351	SMYTHE	C2OP	12 DEC 03	-	MAY 05
REMARKS: TS; PRP; SEI 903 AWARDED; AEF 5/6.								
0001239	SRA	SRA	1C351/1C351	ABLE	C2OP	12 MAR 06	-	NONE

Attachment 5**SAMPLE QUICK REACTION CHECKLIST TOPICS**

A5.1. The following list represents possible QRCs and is provided to stimulate thought vice establish a requirement. This list is not all-inclusive. CP managers should develop and maintain QRCs based on their unit mission and/or probability of occurrence.

- A5.1.1. Airborne Aircraft Accountability.
- A5.1.2. Aircraft Anti-Hijack/Theft.
- A5.1.3. Alarm Conditions/Attack Response.
- A5.1.4. Aircraft Contamination.
- A5.1.5. Aircraft Ditching/Forced Landing.
- A5.1.6. Aircraft Emergency/Accident.
- A5.1.7. Alpha Aircraft/Aircrew Constitution.
- A5.1.8. Alpha Alert/Launch.
- A5.1.9. BENT SPEAR.
- A5.1.10. Bird Strike.
- A5.1.11. Bomb Threat.
- A5.1.12. Border Violations.
- A5.1.13. Bravo Alert.
- A5.1.14. BROKEN ARROW.
- A5.1.15. Cargo Jettisoning/Dropped Object.
- A5.1.16. Casualty Assistance/Serious Injury/Suicide.
- A5.1.17. CAT Activation/Deactivation.
- A5.1.18. Civil Request for Military Assistance.
- A5.1.19. Commercial Power Failure.
- A5.1.20. Communication Out Procedures.
- A5.1.21. Compromise/Suspected Compromise of Classified or Cryptographic Material.
- A5.1.22. Disaster Response.
- A5.1.23. Distinguished Visitor (DV) Arrival/Departure.
- A5.1.24. Emergency Aerial Refueling.
- A5.1.25. Emergency Disablement of Munitions.
- A5.1.26. Emergency Disassociation/Reassociation of Munitions.
- A5.1.27. Emergency Evacuation of Munitions.
- A5.1.28. Emergency Locator Beacon/Personnel Locator Beacon (ELB/PLB) Activation.

- A5.1.29. Emergency Power Procedures.
- A5.1.30. EMPTY QUIVER.
- A5.1.31. Entry Authority List (EAL) Authenticating/Processing/Receipt.
- A5.1.32. EOD Assistance.
- A5.1.33. Evacuation/Alternate CP Activation.
- A5.1.34. FADED GIANT (CONUS units only).
- A5.1.35. Fire/Evacuation Procedures.
- A5.1.36. Ground Emergency.
- A5.1.37. Hazardous Cargo.
- A5.1.38. Hazardous Substance Spill.
- A5.1.39. COVERED WAGON.
- A5.1.40. Hostage Situation.
- A5.1.41. Hostile Action/Attack/PINNACLE FRONT BURNER.
- A5.1.42. Hung Ordnance.
- A5.1.43. Hurricane Condition/Tropical Cyclone Condition of Readiness (HURCON/TCCOR) Change.
- A5.1.44. IG Arrival Notification.
- A5.1.45. In-Flight Emergency (IFE).
- A5.1.46. INFOCON Attainment Report.
- A5.1.47. NAOA/Airborne CP (ABNCP)/Take Charge and Move Out (TACAMO) Arrival.
- A5.1.48. Nuclear Laden Aircraft Diversion (active units only).
- A5.1.49. Open Skies.
- A5.1.50. Overdue Aircraft.
- A5.1.51. PNAF Type I and Type II Procedures.
- A5.1.52. Runway Closure.
- A5.1.53. SAFEHAVEN (CONUS active units only).
- A5.1.54. Sexual Assault.
- A5.1.55. Stockpile Emergency Verifications (SEV) Procedures.
- A5.1.56. Unit/Personnel Recall (Pyramid Alert).
- A5.1.57. Unusual Incident.
- A5.1.58. Weather Watch/Warning/Advisory.

Attachment 6**COMMAND POST DEPLOYMENT CRITIQUE FORM**

- A6.1.** Rank and name:
- A6.2.** Current organization and duty station:
- A6.3.** Deployed location, period/dates deployed, number of CP personnel assigned:
- A6.4.** Organizational make-up at deployed location:
- A6.5.** Duty schedule:
- A6.6.** Description of work performed:
- A6.7.** Positive aspects of the deployment:
- A6.8.** Negative aspects of the deployment:
- A6.9.** List any non CP-related duties you were tasked to accomplish:
- A6.10.** If not performing CP related duties, list AFSC/career field that should be assigned to position:
- A6.11.** List any CP equipment/systems shortages encountered at your deployed location:
- A6.12.** List any CP personnel shortages encountered at your deployed location:
- A6.13.** List any specific CP experience shortages encountered at your deployed location:
- A6.14.** List all training (CP related and other) received prior to deployment:
- A6.15.** List all training (CP related and other) you should have received prior to deployment but did not. Provide assessment of how it impacted your ability to support the mission of the deployed unit:
- A6.16.** List all personal equipment (CP related and other) received prior to deployment:
- A6.17.** List all personal equipment (CP related and other) you should have received prior to deployment but did not. Provide assessment of how it impacted your safety and/or ability to support the mission of the deployed unit:
- A6.18.** Provide overall assessment of TDY:
- A6.19.** Miscellaneous/additional comments:

Attachment 7 (Added-AFRC)**UNIT CONTACT INFORMATION LETTER**

(Date)

MEMORANDUM FOR HQ AFRC/A3OC

FROM: Unit Name/FAC

Unit Address

SUBJECT: Contact Information Letter (S/S Our Memorandum, date)

1. Commander's grade and name.

Duty Phone Home Phone Home Address

(Include area code) (Include area code)

base number, DSN,STE #

cellular, and pager

2. Vice Commander. Give position title and include same information required in 1 above.

3. Command Chief. Give position title and include same information required in 1 above.

4. Operations Group Commander or operations officer. Include same information required in 1 above.

5. Maintenance Group Commander or maintenance officer. Include same information required in 1 above.

6. Mission Support Group Commander or deputy commander. Include same info as above.

7. Command Post Senior ART/Superintendent. Include same information required in 1

8. Telephone numbers for daily operations and emergency actions (secure and non-secure DSN and commercial).

9. Normal duty hours expressed in Greenwich mean time (Zulu).

10. Name of contact point after duty hours and telephone numbers for that contact point.

11. CAT/BS contact numbers may be included.

Cc AFRC/A3TC

4 AF/ A3OC

10 AF/ A3O

22 AF/A3O